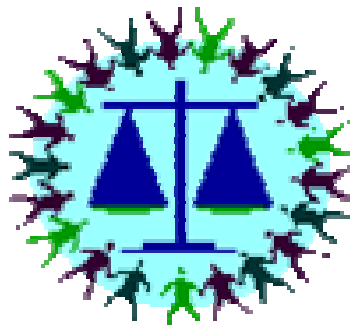


Office of the Wyoming Attorney General
Victim Services Division

Victim Survivor Services & Information Web Site - Statistics Functions

Provider User Manual



Prepared for Victim Services Division
Prepared by Cindy Kushnir

State of Wyoming
Department of Administration & Information
Information Technology Division
EGovernment Systems

Version 2

FUNCTIONS	6
Accessing the Web Site	7
Setting Scripting Options	7
Logging In.....	8
Change Password.....	9
STATISTICS	11
Subgrant Statistics Process	11
Project Home Page.....	11
FVPSA PROJECT	12
FVPSA Project – Add Project	12
FVPSA Project – View.....	14
FVPSA Project- Edit.....	14
VAWA PROJECT	15
VAWA Project – Add Project.....	15
VAWA Project – View.....	22
VAWA Project- Edit.....	22
VOCA PROJECT	24
VOCA Project – Add Project.....	24
VOCA Project – View.....	28
VOCA Project- Edit.....	28
STATE PROJECT.....	29
STATE Project – Add Project	29
STATE Project – View	31
STATE Project- Edit	31

PROVIDER FUNDING	32
Provider Funding-Add	32
Provider Funding-Edit	35
Provider Funding-Delete	38
MONTHLY STATISTICS.....	39
Monthly Statistics Home Page	39
FVPSA STATISTICS	40
FVPSA Statistics – Add Statistics.....	40
FVPSA Statistics-View	49
FVPSA Statistics-Edit.....	50
VAWA STATISTICS	51
VAWA Statistics – Add Statistics.....	51
VAWA Statistics-View.....	67
VAWA Statistics-Edit.....	68
VOCA STATISTICS	69
VOCA Statistics – Add Statistics.....	69
VOCA Statistics-View	74
VOCA Statistics-Edit.....	75
STATE STATISTICS.....	76
STATE Statistics – Add Statistics	76
STATE Statistics-View	80
STATE Statistics-Edit	81
REPORTS.....	82
Reports Home Page.....	82

FVPSA REPORTS	83
Cumulative Year To Date Report For All Projects	84
Monthly, First Half and Year-to Date Reports By FVPSA Project	85
VAWA REPORTS	86
Monthly, First Half and Year-to Date Reports By VAWA Project	87
VOCA REPORTS.....	88
Cumulative Year To Date Report For All Projects	89
Subgrant Award Report.....	89
Monthly, First Half and Year-to Date Reports By VOCA Project	90
STATE REPORTS	92
Cumulative Year To Date Report For All Projects	93
Monthly, First Half and Year-to Date Reports By STATE Project.....	94
LOGOUT	95

Victim Services Statistics Web Site

The web site for reporting Victim Services statistics can be reached through the STATISTICS link on the main site. The address is <http://vssi.state.wy.us>.

The Statistics site is a secured site, which requires a user login and password to gain access to it. The staff at Victim Services Division manages authorized users.

This document will explain the statistics functions in detail.

Statistics Functions

Functions

The Victim Survivor Services & Information Web Site has several features. The statistics feature is designed for service providers (sub-grantees) to enter data about the projects they administer. This feature includes:

One-time Project information – Provider can Add and View their own project information

- FVPSA Projects
- VAWA Projects
- VOCA Projects
- State Projects

Provider Funding Information-Provider can Add and Edit their own funding information

Monthly Project Statistics – Provider can Add and View their own monthly statistics

- FVPSA
- VAWA
- VOCA
- State

Statistics Reports-Provider can View any of the provider's project reports

- FVPSA
 - By Project monthly, first half and year-to-date reports
 - All Projects added together year-to-date
- VAWA
 - By Project monthly, first half and year-to-date reports
- VOCA
 - By Project monthly, first half and year-to-date reports
 - All Projects added together year-to-date
 - By Project, VOCA Subgrant Award Report
- State
 - By Project monthly, first half and year-to-date reports
 - All Projects added together year-to-date

All of these functions are controlled by various Division of Victim Services employees, with the exception of "Change Password". Once an authorized user has logged on, they may change their password as frequently as they deem necessary.

Instructions

The following pages will explain how to access the web site, how to set your browser options, how to log in, how to log out, and detailed instructions in updating database information.

Accessing the Web Site

It is recommended that you use Internet Explorer as your browser. Enter <http://vssi.state.wy.us> in the address and press [ENTER] or click the GO button that is located immediately to the right of the address. Once you reach the Home page of Victim Services, click on the STATISTICS link on the left side. This will bring you to a secured site utilizing 128-bit encryption, so you can rest assured the information you enter has the highest degree of security available today and the probability of being hacked into is low.

Setting Scripting Options

You must have scripting enabled on your browser. To set this option, go to the Tools Menu at the top of the Internet Explorer browser, and select Internet Options. Select on the Security Tab, and then click the Custom Level button. Set your options as follows:

- ActiveX Controls and Plug-ins
 - Enable – Run ActiveX controls and plug-ins
 - Enable – Script ActiveX controls marked safe for scripting
- Scripting
 - Enable – Active Scripting
 - Enable – Allow paste operations via script
 - Enable – Scripting of Java applets

Logging In

Once you've clicked on the STATISTICS link in the left side menu, you will come to the secured web site and will be asked to log in. Enter your User Name and Password in the spaces provided, press the Log In button. The Password is case sensitive.

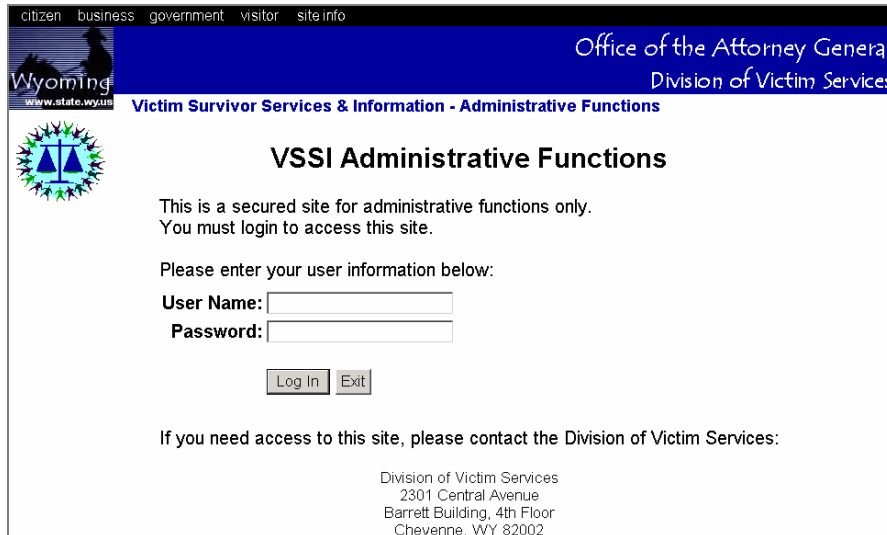
The screenshot shows a web browser window with a blue header bar. The header contains navigation links: 'citizen', 'business', 'government', 'visitor', and 'site info'. On the left is the Wyoming state logo with 'www.state.wy.us'. On the right, it says 'Office of the Attorney General' and 'Division of Victim Services'. Below the header, a blue banner reads 'Victim Survivor Services & Information - Administrative Functions'. The main content area has a title 'VSSI Administrative Functions' and a message: 'This is a secured site for administrative functions only. You must login to access this site.' Below this is a prompt 'Please enter your user information below:' followed by 'User Name:' and 'Password:' labels, each with a text input field. There are 'Log In' and 'Exit' buttons. At the bottom, it says 'If you need access to this site, please contact the Division of Victim Services:' followed by the address: 'Division of Victim Services, 2301 Central Avenue, Barrett Building, 4th Floor, Cheyenne, WY 82002'.

Figure 1

Upon successful log in, you'll see the VSSI Home page as shown in Figure 2 with the options you are authorized to access noted on the menu at the left of the screen. The Service Provider user can navigate to the following functions as shown in Figure 2:

- Change Password
- Statistics
- Logout

Simply click on one of the options to navigate to that web page. Also available on this page is a link to download the Internet Explorer Browser. You may access this page at any time by pressing the VSSI Home link on the left side-menu.

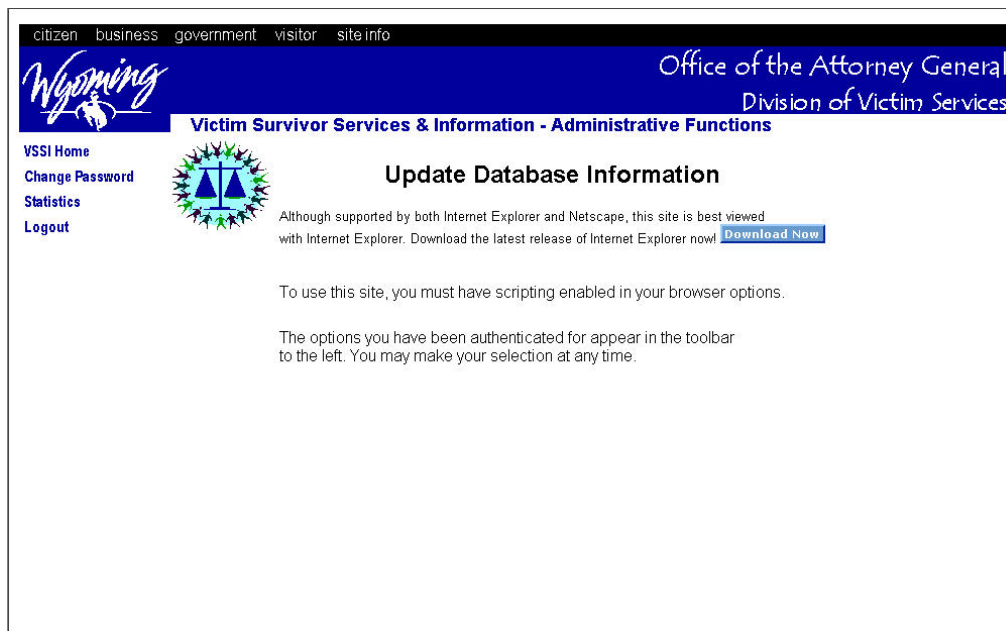


Figure 2

Change Password

The screenshot shows the 'Change Password' form on the same administrative functions page. The header and sidebar are identical to Figure 2. The main content area is titled 'Change Password' and features the same scales of justice icon. The form includes the following fields and buttons: 'User Name: testprovider', 'Current Password:' with a text input field, 'New Password:' with a text input field, 'Re-enter Password:' with a text input field, and two buttons at the bottom: 'Change Password' and 'Cancel'.

Figure 3

Each authorized user may change their password as often as they feel it necessary. You can reach this page by selecting the Change Password link on the left side-menu of the web page.

Fields:

User Name

- Display-mode only; cannot be changed

Current Password

- Must be entered.
- Having the user re-enter his or her password here is an attempt to prevent someone walking up to a machine that is logged on and changing the password without the user's knowledge.

New Password

- Required
- Must be at least six (6) characters in length
- Cannot contain spaces

Re-enter Password

- Required
- Verifies the New Password just entered

Change Password Button

- Updates the password in the database.

Cancel Button

- Cancels the Change Password function and returns user to the vssiHome page.

Statistics

Subgrant Statistics Process

- At the time the subgrant is awarded, the program manager will enter the subgrant information into the system. Subgrant information is required before providers can enter any data about their projects.
- After the subgrant data is entered, the service provider must enter their funding information and their one time project information. Project Information is required before providers can enter their monthly statistics. The project and funding information is entered only once, at the beginning of the fiscal year (FY).
- Once the subgrant, project and funding information is entered, the service provider can input their monthly statistics about the victims they serve and the services provided to the victims. At the end of the FY, there should be 12 monthly reports for each project.

Project Home Page

From the VSSI Home Page, shown in Figure 2 click on the Statistics menu item. This brings you to the Project Home Page shown in Figure 4.

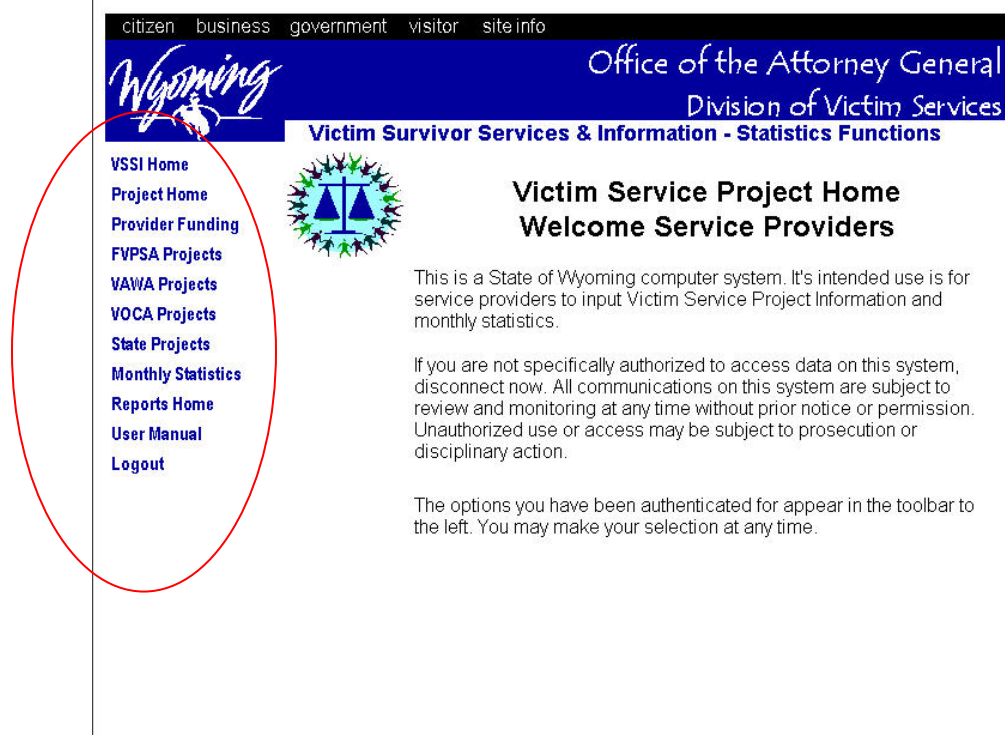


Figure 4

The left side menu circled above shows the options available to the service provider user. This menu appears on the all Project screens. We will go through each option on the left side menu.

FVPSA Project

Click on the FVPSA Projects link in the left side menu. The FVPSA Project Home page will be displayed as shown in Figure 5.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

FVPSA Project Home

Welcome to the FVPSA Project Home Page

To get a list of your FVPSA subgrants, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Subgrants' button.

Get Subgrants

Figure 5

FVPSA Project – Add Project

To add or view your FVPSA Project, select the FY from the dropdown list box, then click the Get Subgrants button on the screen shown in Figure 5. If the subgrant information has not been entered yet, contact your Program Manager. If the subgrant information exists, the FVPSA Subgrant List screen as shown in Figure 6, will then be displayed.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

FVPSA Subgrant List

Listed below are the 2004 FVPSA Subgrants that are currently on file. Select a subgrant, then click the 'GET PROJECT' button to view the associated FVPSA Project **one time** information.

Laramie County, FVPSA Test Project, FVPSATest2004

Get Project

Figure 6

Select the subgrant, then click the Get Project button to add the one time Project information. If the one time information has not been entered yet, the system will offer the user a chance to add the information as shown in Figure 7.

The screenshot shows the VSSI Statistics Functions page. The header includes navigation links: citizen, business, government, visitor, site info. The main header features the Wyoming logo and the text "Office of the Attorney General Division of Victim Services". Below this is a blue bar with "Victim Survivor Services & Information - Statistics Functions". A left sidebar lists various links: VSSI Home, Project Home, Provider Funding, FVPSA Projects, VAWA Projects, VOCA Projects, State Projects, Monthly Statistics, Reports Home, User Manual, and Logout. The main content area has a light blue header "Selected FVPSA Project". A white message box with a border contains the text: "One time information for this project has not been entered yet. Click the 'ADD' button to add the one time project information." Below the message box is a small "Add" button.

Figure 7

Click the ADD button to add your onetime FVPSA project information. The FVPSA Project screen will be displayed as shown in Figure 8.

The screenshot shows the VSSI Statistics Functions page with the "Update Victim Services FVPSA Project Database" form. The header and sidebar are identical to Figure 7. The main content area has a light blue header "Update Victim Services FVPSA Project Database". The form contains the following fields: "Project Name:" with the value "FVPSA Test Project", "Authorized Login:" with the value "TestProv", "Subgrant Number:" with the value "FVPSATest2004", and "Total Number of Volunteers Performing Shelter Related or Outreach Activities:" with an empty text box. At the bottom of the form are "Add" and "Cancel" buttons.

Figure 8

Fields:

Project Name

- Display-mode only; cannot be changed
- Required

Authorized Login

- Display-mode only; cannot be changed
- Required

Sub-grant Number

- The FVPSA Subgrant number will be displayed.
- Display-mode only; cannot be changed
- Required

Total Number of Volunteers Performing Shelter Related or Outreach Activities

- Enter number of volunteers performing FVPSA activities.
- Required

Add Button

- If all edits passed, project is added to the database. And returns you to the FVPSA Project Home page shown in Figure 5.

Cancel Button

- Cancels the add function and returns you to the FVPSA Project Home page shown in Figure 5.

FVPSA Project – View

- To view information about your FVPSA project, click on the FVPSA Project link in the left side menu. The FVPSA Project Home page will appear as shown in Figure 5.
- Select the FY from the dropdown list box, then click the Get Subgrants button. All FVPSA subgrants assigned to this service provider will be displayed in the FVPSA Subgrant list, as shown in Figure 6.
- Select the desired subgrant, then click the Get Project button.
- The next page that will be displayed will confirm if the one time information for this project has been entered. If it has not been entered follow the instructions for Adding the project information. If the system confirms there is project information, then click the View button to view the one time Project information.
- The FVPSA Project screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the FVPSA Project Home Page shown in Figure 5.

FVPSA Project- Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

VAWA Project

Click on the VAWA Projects link in the left side menu. The VAWA Project Home page will be displayed as shown in Figure 9.

citizen business government visitor site info

Wyoming

Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

VAWA Project Home

Welcome to the VAWA Project Home Page

To get a list of your VAWA subgrants, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Subgrants' button.

Get Subgrants

Figure 9

VAWA Project – Add Project

To add or view your VAWA Project, select the FY from the dropdown list box, then click the Get Subgrants button on the screen shown in Figure 9. If the subgrant information has not been entered yet, contact your Program Manager. If the subgrant information exists, the VAWA Subgrant List screen as shown in Figure 10, will then be displayed.

citizen business government visitor site info

Wyoming

Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

VAWA Subgrant List

Listed below are the 2004 VAWA Subgrants that are currently on file. Select a subgrant, then click the 'GET PROJECT' button to view the associated VAWA Project **one time** information.

Laramie County, VAWA Test Project, VAWATest2004

Get Project

Figure 10

Select the subgrant, then click the Get Project button to add the one time Project information. If the one time information has not been entered yet, the system will offer the user a chance to add the information as shown in Figure 11.

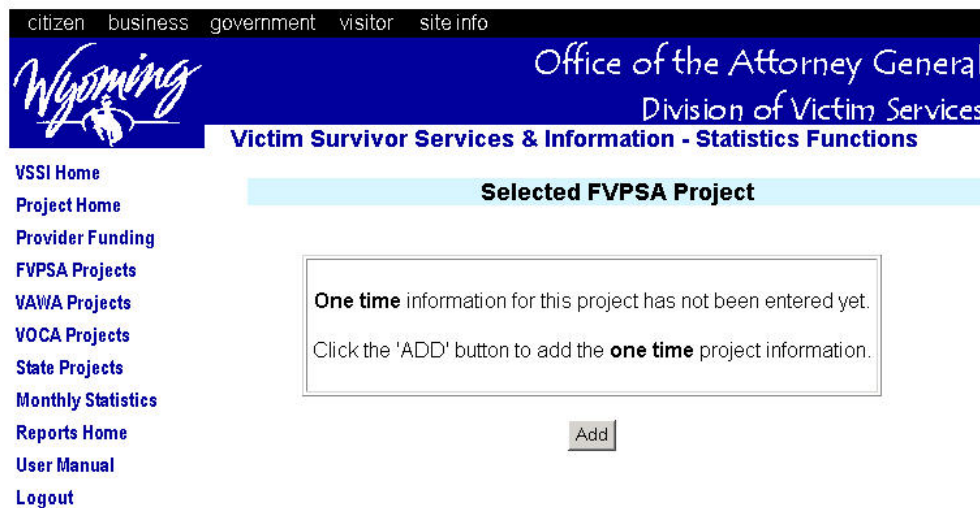


Figure 11

Click the ADD button to add your onetime VAWA project information. The VAWA Project screen will be displayed as shown in Figure 12. The VAWA Project screen is lengthy; therefore its display spans several pages in this manual.

[citizen](#)
[business](#)
[government](#)
[visitor](#)
[site info](#)



Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

[VSSI Home](#)
[Project Home](#)
[Provider Funding](#)
[FVPSA Projects](#)
[VAWA Projects](#)
[VOCA Projects](#)
[State Projects](#)
[Monthly Statistics](#)
[Reports Home](#)
[User Manual](#)
[Logout](#)

Update Victim Services VAWA Project Database

Project Name: VAWA Test Project
Authorized Login: TestProv
Subgrant Number: VAWATest2004
Report Type:

Select One Agency Type:

- ☐ Criminal Justice ☐ Other Types of Agencies
☐ Law Enforcement ☐ Nonprofit, Nongovernmental Victim Services
☐ Prosecution ☐ Government Victim Services
☐ Probation ☐ State Administrative Agency
☐ Court ☐ Tribal
☐ Check here if Victim Service Unit/Office within the criminal justice agency is the funding recipient
☐ Professional Association
☐ Multi-Agency Team or Consortium

Please indicate the types of agencies involved in the team/consortium:

☐ Other

Please indicate the other types of agencies involved:

Project Purpose Area(s) Please check all that apply. If the project has multiple purpose areas, please indicate the approximate percent of effort committed to each purpose area checked.

- | Purpose Area | Percent Effort |
|---|----------------------|
| <input type="checkbox"/> Training | <input type="text"/> |
| <input type="checkbox"/> Special Unit | <input type="text"/> |
| <input type="checkbox"/> Policies, Protocols, Orders and Services | <input type="text"/> |
| <input type="checkbox"/> Data/Communication Systems | <input type="text"/> |
| <input type="checkbox"/> Victim Services | <input type="text"/> |
| <input type="checkbox"/> Stalking | <input type="text"/> |
| <input type="checkbox"/> Indian Populations | <input type="text"/> |
| <input type="checkbox"/> Other | <input type="text"/> |

Describe other Purpose Area

Type of Crime the Project Focuses On

Please check all that apply. If the project has multiple focuses, please indicate the approximate percent of effort committed to each type of crime checked.

- | Crime Focus | Percent Effort |
|--|----------------------|
| <input type="checkbox"/> Domestic Violence | <input type="text"/> |
| <input type="checkbox"/> Stalking | <input type="text"/> |
| <input type="checkbox"/> Sexual Assault | <input type="text"/> |

Who is directly attending, using or receiving project services or activities?

Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Court Personnel (judges, magistrates, clerks, etc) | <input type="checkbox"/> Probation |
| <input type="checkbox"/> Victims | <input type="checkbox"/> Offenders (ie. Batterer intervention program) |
| <input type="checkbox"/> Children or Youth | <input type="checkbox"/> The General Public (ie public education or awareness designed to enhance services to women) |
| <input type="checkbox"/> Private Non-Profit Victim Service Providers | <input type="checkbox"/> Public Sector Victim Service Providers |
| <input type="checkbox"/> Health Care Providers | <input type="checkbox"/> Other Service Providers (i.e., Mental Health, Housing, Social Service Providers, Child Protection) |
| <input type="checkbox"/> Other | Describe other project recipient <input type="text"/> |

Type of Service or Activity Provided by the Project Please check all that apply.

Victim Services:

- ☐ Direct services for victims designed to meet personal needs through counseling, therapy, safety
- ☐ Individual case advocacy for specific victims focused on helping them through the criminal and civil justice systems or others
- ☐ Systems change advocacy (not related to individual victims) focused on promoting changes in justice and other systems to benefit victims in general.
- ☐ Other

Describe Other:

Expanding Agency Capacity:

- ☐ Increase staffing
- ☐ Purchase equipment or supplies
- ☐ Develop resource materials
- ☐ Offer New Services or Improve Existing Services
- ☐ Enhance Staff Skills
- ☐ Other

Describe Other:

Enhancing Systemwide Capacity in the Community or State:

- ☐ Needs or resource assessment/planning
- ☐ Provide technical assistance to other agencies
- ☐ Enhance coordination/communication on a larger community or systemwide basis with in disciplines (e.g., a project to establish a statewide coalition of sexual assault victim service providers.)
- ☐ Evaluate STOP Subgrant Activities
- ☐ Other

Describe Other: **Scope of Project**Please select Project Scope:

- ☐ Other

Please provide a very brief description or the name of the geographic area to be served:

Please indicate which populations are considered underserved in the city, county, region, tribal area, or other area to be served by this project: (Please check all that apply)

Geographic Location:

- ☐ Rural area
☐ Tribal Area
☐ Underserved Urban Area
☐ Other area

Non-English Speaking:

- ☐ Spanish-Speaking
☐ Speakers of an Asian language
☐ Other Language

Racial/Ethnic Population:

- ☐ African-American
☐ Asian-American
☐ Pacific Islander
☐ Hispanic
☐ Native American
☐ Other

Special Needs:

- ☐ Mentally/emotionally challenged women
☐ Physically/medically challenged women
☐ Older Women
☐ Migrant Farm Workers
☐ Lesbians
☐ Immigrants
☐ Women at risk (i.e., incarcerated, prostitutes, substance abusers, etc.)
☐ Other

Will this project emphasize-make specific efforts to reach or serve an underserved population? (Please check all that apply)

Geographic Location:

- ☐ Rural area
☐ Tribal Area
☐ Underserved Urban Area
☐ Other area

Non-English Speaking:

- ☐ Spanish-Speaking
☐ Speakers of an Asian language
☐ Other Language

Racial/Ethnic Population:

- ☐ African-American
☐ Asian-American
☐ Pacific Islander
☐ Hispanic
☐ Native American
☐ Other

Special Needs:

- ☐ Mentally/emotionally challenged women
☐ Physically/medically challenged women
☐ Older Women
☐ Migrant Farm Workers
☐ Lesbians
☐ Immigrants
☐ Women at risk (i.e., incarcerated, prostitutes, substance abusers, etc.)
☐ Other

Which of the following methods will be used to reach or serve underserved populations? (Please check all that apply).

- ☐ Members of the population that will be hired or used as staff or volunteers
☐ Staff or volunteers who speak the populations language will be hired or used
☐ Materials in the appropriate language(including Braille and TTY services) will be provided to members of the population
☐ Special outreach efforts will be made to reach members of the population, such as opening satellite offices
☐ Staff or volunteers will receive training to increase cultural competence, such as training in norms and values of the relevant population
☐ Special Services tailored to their unique needs and appropriate to their culture will be provided to members of the population
☐ The subgrantee agency or affiliates will build partnerships with other agencies that serve or represent the population
☐ The subgrantee agency or its affiliate is an agency that serves or represents the population
☐ Other

Describe Other:

Full Faith and Credit Issues Check if yes:

- ☐ Does this project address intrastate enforcement of protection orders, enforcement across the localities or tribes within a state?
- ☐ Does this project address interstate enforcement of protection orders, enforcement across the localities or tribes in different states?

Project Evaluation Please check all that apply.

Who is evaluating the effectiveness of the project?

- ☐ State agency awarding subgrant
- ☐ Subgrantee agency personnel
- ☐ Independent evaluators

How is the effectiveness of the project being evaluated?

- ☐ Review of subgrantee reports, phone contacts and/or site visits for monitoring purposes
- ☐ Collection and analysis of statistical systems data(e.g., arrest reports)
- ☐ Obtaining feedback on immediate impact before participants, attendees, users or recipients leave the site of the service, training, etc.
- ☐ Obtaining feedback on longer-term impact on victims
- ☐ Obtaining feedback on longer-term impact on professionals, agencies, coordination among agencies, etc.
- ☐ Other

Describe Other:

Add

Cancel

Figure 12**Fields:****Project Name**

- Display-mode only; cannot be changed
- Required

Authorized Login

- Display-mode only; cannot be changed
- Required

Sub-grant Number

- The VAWA Subgrant number will be displayed.
- Display-mode only; cannot be changed
- Required

Select One Agency Type

- Select only one choice in the following section (click on check box with mouse)
- Required
- Choices
- Criminal Justice or
- Other Types of Agencies
- If Victim Service Unit/Office within the criminal justice agency is the funding recipient, check here
- If the agency type does not fall into one of the above categories, select Other and indicate the type of agency involved

Project Purpose Area

- Required
- Select by checking, the appropriate Project Purpose area
- Please check all that apply.
- If the project has multiple purpose areas please indicate the approximate percent of effort committed to each purpose area checked.
- If the Project Purpose Area does not fall into one of the categories, select Other, and indicate with one or 2 words the Other Project Purpose area.

Type of Crime the Project Focuses On

- Required
- Please check all that apply.
- If the project has multiple crimes that it focuses on, please indicate the approximate percent of effort committed to each type of crime checked.

Who is directly attending using or receiving project services or activities?

- Required
- Please check all that apply.
- Select and describe Other, if the Project Recipient does not fit in to one of the categories listed.

Type of Service or Activity Provided by the Project

- Required
- Please check all that apply
- Select and describe Other, if the Project Activity or Service does not fit in to one of the categories listed.

Scope of Project

- Required
- Select one or
- If the scope is not listed In the dropdown list, check Other and briefly describe the geographic area to be served by project

Please indicate which populations are considered underserved in the city county region tribal area or other area to be served by this project

- Not Required
- Please check all that apply
- If the underserved victim populations you serve do not appear in the lists, select Other and describe in one or two words

Will this project emphasize/make specific effort to reach or serve an underserved population?

- Not Required
- Please check all that apply
- If the underserved victim populations you make a special effort to reach do not appear in the lists, select Other and describe in one or two words

Which of the following methods will be used to reach or serve underserved populations?

- Required only if any of the 2 above questions about underserved populations are checked
- Please check all that apply
- If the method used to reach the underserved victim populations does not appear in the list, select Other and describe in one or two words

Full Faith and Credit Issues

- Not Required
- Check if yes- will assume NO if not checked

Project Evaluation

- Required
- Please check all that apply
- If the method for How the Effectiveness of this project is evaluated does not appear in the list, select Other and describe in one or two words

Add Button

- If all edits passed, project is added to the database and returns you to the VAWA Project Home page shown in Figure 9.

Cancel Button

- Cancels the add function and returns you to the VAWA Project Home page shown in Figure 9.

VAWA Project – View

- To view information about your VAWA project, click on the VAWA Project link in the left side menu. The VAWA Project Home page will appear as shown in Figure 9.
- Select the FY from the dropdown list box, then click the Get Subgrants button. All VAWA subgrants assigned to this service provider will be displayed in the VAWA Subgrant list, as shown in Figure 10.
- Select the desired subgrant, then click the Get Project button.
- The next page that will be displayed will confirm if the one time information for this project has been entered. If it has not been entered follow the instructions for Adding the project information. If the system confirms there is project information, then click the View button to view the one time Project information.
- The VAWA Project screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VAWA Project Home Page shown in Figure 9.

VAWA Project- Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

VOCA Project

Click on the VOCA Projects link in the left side menu. The VOCA Project Home page will be displayed as shown in Figure 13.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

VOCA Project Home

Welcome to the VOCA Project Home Page

To get a list of your VOCA subgrants, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Subgrants' button.

2004

Get Subgrants

Figure 13

VOCA Project – Add Project

To add or view your VOCA Project, select the FY from the dropdown list box, then click the Get Subgrants button on the screen shown in Figure 13. If the subgrant information has not been entered yet, contact your Program Manager. If the subgrant information exists, the VOCA Subgrant List screen as shown in Figure 14, will then be displayed.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

VOCA Subgrant List

Listed below are the 2004 VOCA Subgrants that are currently on file. Select a subgrant, then click the 'GET PROJECT' button to view the associated VOCA Project **one time** information.

Laramie County, VOCA Test Project, VOCATest2004

Get Project

Figure 14

Select the subgrant, then click the Get Project button to add the one time Project information. If the one time information has not been entered yet, the system will offer the user a chance to add the information as shown in Figure 15.

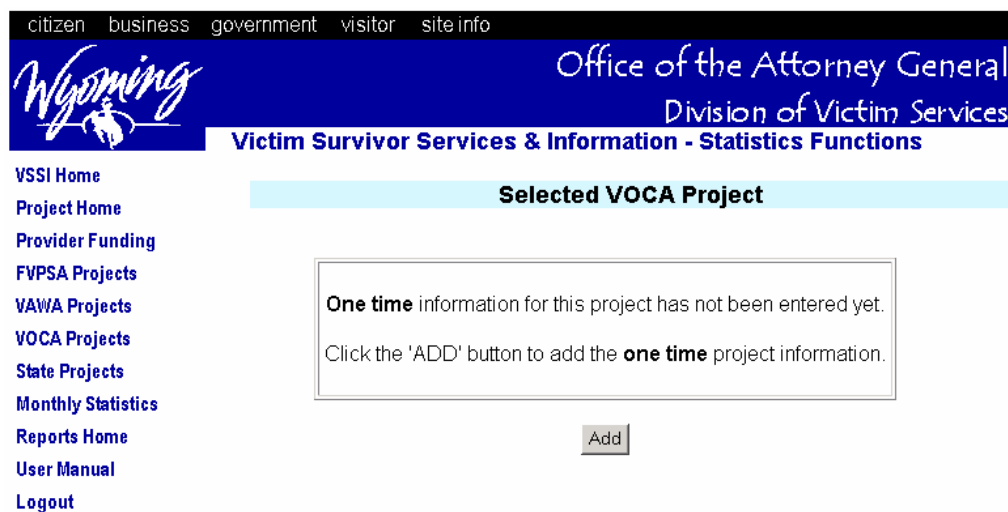



Figure 15

Click the ADD button to add your onetime VOCA project information. The VOCA Project screen will be displayed as shown in Figure 16.

[citizen](#)
[business](#)
[government](#)
[visitor](#)
[site info](#)



Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

[VSSI Home](#)
[Project Home](#)
[Provider Funding](#)
[FVPSA Projects](#)
[VAWA Projects](#)
[VOCA Projects](#)
[State Projects](#)
[Monthly Statistics](#)
[Reports Home](#)
[User Manual](#)
[Logout](#)

Update Victim Services VOCA Project Database

Project Name: VOCA Test Project
Authorized Login: TestProv
Subgrant Number: VOCATest2004
Number of Paid Staff: (in full time equivalents)
Has this project received a volunteer waiver? Yes ☐ No ☐
Number of Volunteer Staff: (in full time equivalents)

Identify any or all of the VOCA subgrant that will be used to meet the following Priority and Underserved Requirements by entering a percentage. **These must total 100%**

Priority Requirements:

Child Abuse
Domestic Violence
Sexual Assault

Underserved Requirements:

DUI/DWI Crashes
Survivors of Homicide Victims
Assault

Adults Molested As Child
Elder Abuse
Victims of Robbery

Other

Select One of Each of the Following:
Project Activity:
Project Purpose:

Select One Agency Type:

Criminal Justice
Non-Criminal Justice-Government
Private Non-Profit
Tribal
Other

☐ Law Enforcement
☐ Social Services
☐ Private Hospital
☐ On Reservation
☐ Other

☐ Prosecution
☐ Mental Health
☐ Rape Crisis
☐ Off Reservation

☐ Probation
☐ Public Housing
☐ Religious Organization

☐ Court
☐ Hospital
☐ Shelter

☐ Corrections
☐ Other
☐ Mental Health Agency

☐ Other
☐ Other

Identify the victims to be served (by victimization type) through this VOCA funded project (VOCA plus grant match): (Please check all that apply)

☐ Child Victims of Physical Abuse
☐ Adults Molested as Children

☐ Child Victims of Sexual Assault
☐ Survivors of Homicide Victims

☐ Victims of DUI/DWI
☐ Victims of Robbery

☐ Victims of Domestic Violence
☐ Victims of Assault

☐ Adult Sexual Assault
☐ Victims of Other Violent Crimes

☐ Victims of Elder Abuse
☐ Other

Identify the services to be provided through this VOCA funded project (VOCA plus grant match): (Please check all that apply)

☐ Crisis Counseling
☐ Criminal Justice Support/Advocacy

☐ Followup Contact
☐ Emergency Financial Assistance

☐ Therapy
☐ Emergency Legal Advocacy

☐ Group Treatment
☐ Assistance in Filing Compensation Claims

☐ Crisis Hotline Counseling
☐ Personal Advocacy

☐ Shelter/Safe House
☐ Telephone Contacts (Information and referral)

☐ Information and Referral (In person)
☐ Other

Figure 16

Fields:

Project Name

- Display-mode only; cannot be changed
- Required

Authorized Login

- Display-mode only; cannot be changed
- Required

Sub-grant Number

- The VOCA Subgrant number will be displayed.
- Display-mode only; cannot be changed
- Required

Number of Paid Staff

- Required
- in full time equivalents

Has this project received a volunteer waiver?

- Required
- Select -Yes, if a waiver has been received; No, if no waiver has not been received

Number of Volunteer Staff

- Required
- in full time equivalents

Identify any or all of the VOCA sub-grant by the following Priority and Underserved Requirements, by entering a percentage

- In all these must total 100 %
- If left blank the number will default to zero
- If your priority or underserved requirements do not appear in the list put the percentage under Other

Project Activity

- Required
- Select one from the dropdown list

Project Purpose

- Required
- Select one from the dropdown list

Agency Type

- Required
- Select one agency type from entire section
- If your Agency type does not appear in the list, select Other.

Identify the victims to be served (by victimization type) through this VOCA funded project (VOCA plus grant match)

- Required
- Please check all that apply
- If Victimization type does not appear on the list, select Other

Identify the services to be provided through this VOCA funded project (VOCA plus grant match)

- Required
- Please check all that apply
- If Victimization type your project serves does not appear on the list, select Other

Add Button

- If all edits passed, project is added to the database. And returns you to the VOCA Project Home page shown in Figure 13.

Cancel Button

- Cancels the add function and returns you to the VOCA Project Home page shown in Figure 13.

VOCA Project – View

- To view information about your VOCA project, click on the VOCA Project link in the left side menu. The VOCA Project Home page will appear as shown in Figure 13.
- Select the FY from the dropdown list box, then click the Get Subgrants button. All VOCA subgrants assigned to this service provider will be displayed in the VOCA Subgrant list, as shown in Figure 14.
- Select the desired subgrant, then click the Get Project button.
- The next page that will be displayed will confirm if the one time information for this project has been entered. If it has not been entered follow the instructions for Adding the project information. If the system confirms there is project information, then click the View button to view the one time Project information.
- The VOCA Project screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VOCA Project Home Page shown in Figure 13.

VOCA Project- Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

STATE Project

Click on the STATE Projects link in the left side menu. The STATE Project Home page will be displayed as shown in Figure 17.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

State Project Home

Welcome to the State Project Home Page

To get a list of your State subgrants, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Subgrants' button.

Get Subgrants

Figure 17

STATE Project – Add Project

To add or view your STATE Project, select the FY from the dropdown list box, then click the Get Subgrants button on the screen shown in Figure 17. If the subgrant information has not been entered yet, contact your Program Manager. If the subgrant information exists, the STATE Subgrant List screen as shown in Figure 18, will then be displayed.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

State Subgrant List

Listed below are the 2004 State Subgrants that are currently on file. Select a subgrant, then click the 'GET PROJECT' button to view the associated State Project **one time** information.

Laramie County, State Test Project STTest2004

Get Project

Figure 18

Select the subgrant, then click the Get Project button to add the one time Project information. If the one time information has not been entered yet, the system will offer the user a chance to add the information as shown in Figure 19.

The screenshot shows the 'Victim Survivor Services & Information - Statistics Functions' page. The header includes navigation links: citizen, business, government, visitor, site info. The main header features the Wyoming logo and the text 'Office of the Attorney General Division of Victim Services'. The left sidebar lists various links: VSSI Home, Project Home, Provider Funding, FVPSA Projects, VAWA Projects, VOCA Projects, State Projects, Monthly Statistics, Reports Home, User Manual, and Logout. The main content area has a light blue header 'Selected State Project'. Below it, a message box states: 'One time information for this project has not been entered yet. Click the 'ADD' button to add the one time project information.' An 'Add' button is located at the bottom of the message box.

Figure 19

Click the ADD button to add your onetime STATE project information. The STATE Project screen will be displayed as shown in Figure 20.

The screenshot shows the 'Update Victim Services State Project Database' form. The header and sidebar are identical to Figure 19. The main content area has a light blue header 'Update Victim Services State Project Database'. Below it, the form contains the following fields: 'Project Name: State Test Project', 'Authorized Login: TestProv', and 'Subgrant Number: STTest2004'. A horizontal line separates these fields from the next section. Below the line, the text reads: 'This project serves victims of the following crime types: (Please check all that apply.)'. There are two checkboxes: 'Domestic Violence' and 'Sexual Assault', both of which are currently unchecked. At the bottom of the form are 'Add' and 'Cancel' buttons.

Figure 20

Fields:

Project Name

- Display-mode only; cannot be changed
- Required

Authorized Login

- Display-mode only; cannot be changed
- Required

Sub-grant Number

- The STATE Subgrant number will be displayed.
- Display-mode only; cannot be changed
- Required

Crime Types

- Check all that apply
- Required

Add Button

- If all edits passed, project is added to the database. And returns you to the STATE Project Home page shown in Figure 17.

Cancel Button

- Cancels the add function and returns you to the STATE Project Home page shown in Figure 17.

STATE Project – View

- To view information about your STATE project, click on the STATE Project link in the left side menu. The STATE Project Home page will appear as shown in Figure 17.
- Select the FY from the dropdown list box, then click the Get Subgrants button. All STATE subgrants assigned to this service provider will be displayed in the STATE Subgrant list, as shown in Figure 18.
- Select the desired subgrant, then click the Get Project button.
- The next page that will be displayed will confirm if the one time information for this project has been entered. If it has not been entered follow the instructions for Adding the project information. If the system confirms there is project information, then click the View button to view the one time Project information.
- The STATE Project screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the STATE Project Home Page shown in Figure 20.

STATE Project- Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

Provider Funding

Another link in the left side menu is Provider Funding. This series of screens is used to report all funding received. To add or view funding information, click on the Provider Funding menu option. The Provider Funding Home page is displayed as shown in Figure 20.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

Provider Funding Home

Welcome to the Provider Funding Home Page

To ADD new funding information or EDIT existing funding information, please select the FY from the drop down list box below, then click on the 'SELECT FY' button.

Select FY

Figure 20

Provider Funding-Add

To add your funding information to the database, select the FY from the drop down list box then click the Select FY button. The system will check to see if funding information exists for this provider, for the FY selected. If funding information still needs to be added, the next screen will be displayed as shown in Figure 21.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

Provider Funding

Test Provider

Your Provider Funding Information for FY 2004 have not been entered. If you would you like to add your FY 2004 funding information, click the 'ADD FUNDING INFORMATION' button.

Add Funding Information Cancel

Figure 21

To add funding information, click the Add Funding Information button. The Provider Funding screen will be displayed as shown in Figure 22. Click on Cancel to go back to Provider Funding Home page as shown in Figure 20.

Please report all funding for this period. Because time periods will vary across funding sources and across sub-grant projects, please enter the time period covered by each funding amount reported.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

Update Victim Services Provider Funding Database

Please report all funding for this period. Because time periods will vary across funding sources and across subgrant projects, we must know what time period is covered by each funding amount reported. For each funding source listed below, please provide both the amount and the time period of all funding.

Provider: Test Provider
Authorized Log in: TestProv
Current State Fiscal Year: 2004

	Funding Amount	Effective Date	End Date	Cash Match	In-Kind Match
Federal Funds					
VAWA Funds	\$				
VOCA funds	\$				
FVPSA funds	\$				
Other Dept. of Justice funds such as COPS, etc.	\$				
PHHSGB Sexual Assault Funds	\$				
Other federal funds:	\$				
Non-federal Funds					
State Funds:	\$				
Surcharge Funds:	\$				
Local government funds:	\$				
Private Funds:	\$				
Other Funds:	\$				

Add Cancel

Figure 22

Fields:

Provider

- Display Mode Only; cannot be changed

- Required

Authorized Login

- Display-mode only; cannot be changed
- Required

Please Enter Current State Fiscal Year

- From the drop down list, select current state fiscal year
- Required

Enter the Funding Amount, Effective Date, End Date, Cash Match, In-Kind Match, of the Following Federal Funds VAWA, VOCA, FVPSA:

Funding Amount

- must be a number
- do not use a dollar sign

Effective Date

- Date Funding Starts
- Required if there is a funding amount specified
- MM/DD/YY format

End Date

- Date Funding Ends
- Required if there is a funding amount specified
- MM/DD/YY format

Cash Match

- must be a number
- do not use dollar sign

In-Kind Match

- must be a number
- do not use a dollar sign

Enter the Funding Amount, Effective Date, End Date of the Following Federal Funds: Other Dept. of Justice funds such as COPS, etc., PHHSGB Sexual Assault Funds, Other federal funds:

Funding Amount

- must be a number
- do not use a dollar sign

Effective Date

- Date Funding Starts
- Required if there is a funding amount specified
- MM/DD/YY format

End Date

- Date Funding Ends
- Required if there is a funding amount specified
- MM/DD/YY format

Enter the Funding Amount, Effective Date, End Date of the Following Non-Federal Funds: State Funds, Surcharge Funds, Local government funds, Private Funds, Other Funds:

Funding Amount

- must be a number
- do not use a dollar sign

Effective Date

- Date Funding Starts
- Required if there is a funding amount specified
- MM/DD/YY format

End Date

- Date Funding Ends
- Required if there is a funding amount specified
- MM/DD/YY format

Add Button

- If all edits passed, project is added to the database. And returns you to the screen shown in Figure 20.

Cancel Button

- Cancels the add function and returns you to the screen shown in Figure 20.

Provider Funding-Edit

Click on the Provider Funding link in the left side menu. The Provider Funding Home page will be displayed as shown in Figure20. To edit your current Provider Funding, select the FY from the dropdown list box, then click the Select FY button on the screen shown in Figure 20. The screen shown below, Figure 23, will then be displayed.

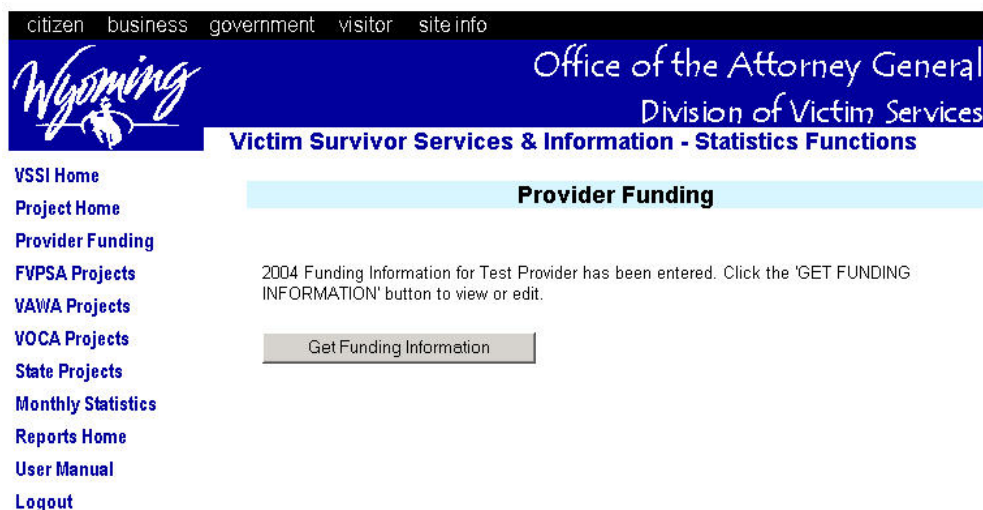



Figure 23

Click on the Get Funding Information button. The Update Provider Funding page will be displayed, as shown in Figure 24.

citizen business government visitor site info



Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Provider Funding
FVPSA Projects
VAWA Projects
VOCA Projects
State Projects
Monthly Statistics
Reports Home
User Manual
Logout

Update Victim Services Provider Funding Database

Please report all funding for this period. Because time periods will vary across funding sources and across subgrant projects, we must know what time period is covered by each funding amount reported. For each funding source listed below, please provide both the amount and the time period of all funding.

Provider: Test Provider
Authorized Log in: TestProv
Current State Fiscal Year: 2004

	Funding Amount	Effective Date	End Date	Cash Match	In-Kind Match
Federal Funds					
VAWA Funds	\$ 50000	7/1/2003	6/30/2004	5000	3000
VOCA funds	\$ 60000	7/1/2003	6/30/2004	3000	2000
FVPSA funds	\$ 0			0	0
Other Dept. of Justice funds such as COPS, etc.	\$ 0				
PHHSGB Sexual Assault Funds	\$ 0				
Other federal funds:	\$ 0				
Non-federal Funds					
State Funds:	\$ 0				
Surcharge Funds:	\$ 0				
Local government funds:	\$ 0				
Private Funds:	\$ 0				
Other Funds:	\$ 0				

Update Delete Cancel

Figure 24

The Edit Provider Funding function allows you to change your funding information associated with the current fiscal year.

Make the necessary changes and press the Update Button to complete your changes. You may also delete the current Year funding by pressing the Delete Button. Pressing the Cancel Button returns you to the screen shown in Figure 20.

Fields:

Provider

- Display Mode Only; cannot be changed
- Required

Authorized Login

- Display-mode only; cannot be changed
- Required

Current State Fiscal Year

- Display-mode only; cannot be changed
- Required

Funding Amount, Effective Date, End Date, Cash Match, In-Kind Match, of the Following Federal Funds VAWA, VOCA, FVPSA:

Funding Amount

- must be a number
- do not use a dollar sign

Effective Date

- Date Funding Starts
- Required if there is a funding amount specified
- MM/DD/YY format

End Date

- Date Funding Ends
- Required if there is a funding amount specified
- MM/DD/YY format

Cash Match

- must be a number
- do not use dollar sign

In-Kind Match

- must be a number
- do not use a dollar sign

Funding Amount, Effective Date, End Date of the Following Federal Funds: Other Dept. of Justice funds such as COPS, etc., PHHSGB Sexual Assault Funds, Other federal funds:

Funding Amount

- must be a number
- do not use a dollar sign

Effective Date

- Date Funding Starts
- Required if there is a funding amount specified
- MM/DD/YY format

End Date

- Date Funding Ends
- Required if there is a funding amount specified
- MM/DD/YY format

Funding Amount, Effective Date, End Date of the Following Non-Federal Funds: State Funds, Surcharge Funds, Local government funds, Private Funds, Other Funds:

Funding Amount

- must be a number

- do not use a dollar sign

Effective Date

- Date Funding Starts
- Required if there is a funding amount specified
- MM/DD/YY format

End Date

- Date Funding Ends
- Required if there is a funding amount specified
- MM/DD/YY format

Update Button

- If all edits passed, Provider Funding information is updated in the database

Delete Button

- Deletes the funding for the current Fiscal Year that is currently displayed.
- You will be asked to confirm the request to delete the funding information.

Cancel Button

- Cancels the edit function and returns you to the Provider Funding Home page, shown in Figure 20.

Provider Funding-Delete

The Delete Provider Funding function allows you to delete funding information from the database. As you can see in Figure 24, there is a Delete Button within the Edit function. Click on the Delete button to:

- Delete the funding for the current Fiscal Year displayed.
- You will be asked to confirm the request to delete the funding information.

Monthly Statistics

Monthly Statistics Home Page

After the project and funding information is entered, the service provider can input their monthly statistics. The Statistics functions allow for the providers to enter the numbers surrounding the types of victims they serve and the services provided to the victims. At the end of the FY, there should be 12 monthly reports for each project.

From any project page, click on the Monthly Statistics link which is located in the left side menu. This brings you to the Monthly Statistics Home Page shown in Figure 25.

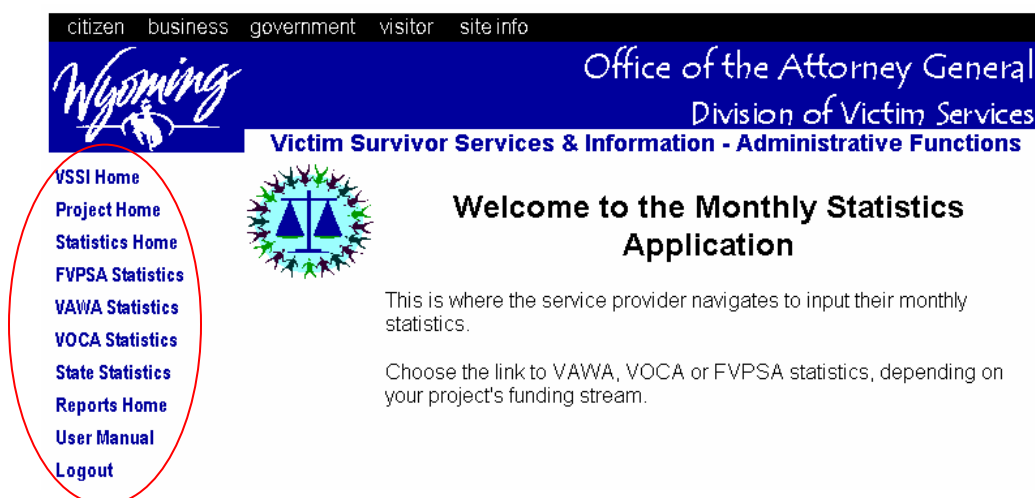


Figure 25

The left side menu circled above shows the options available to the service provider user. This menu appears on the all Monthly Statistics screens. VSSI Home and Project Home options are discussed earlier in this document. We will go through each Statistics option on the menu.

FVPSA Statistics

Click on the FVPSA Statistics link in the left side menu. The FVPSA Statistics Home page will be displayed as shown in Figure 26.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

FVPSA Statistics Home

Welcome to the FVPSA Stats Home Page

To get a list of your FVPSA Projects, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Projects' button.

Get Projects

Figure 26

FVPSA Statistics – Add Statistics

To add FVPSA Statistics to the database, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 26. If the project information for this provider has not been entered yet, the system will advise the user to follow the instructions for adding FVPSA Project Information. If the project information exists, the FVPSA Project List assigned to this provider will be displayed, as shown in Figure 27.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

FVPSA Project List

Listed below are your 2004 FVPSA Projects that are currently on file. Select a project, then click the 'Select Report Dates' button to add or view the associated monthly statistics.

Laramie County, FVPSA Test Project, FVPSATest2004

Select Report Dates

Figure 27

To add the monthly statistics, first select the project, then click the Select Report Dates button. The ADD/VIEW Statistics page is displayed as shown in Figure 28.

The screenshot shows the 'Victim Survivor Services & Information - Statistics Functions' page. The left sidebar contains links: VSSI Home, Project Home, Statistics Home, FVPSA Statistics, VAWA Statistics, VOCA Statistics, State Statistics, Reports Home, User Manual, and Logout. The main content area has a header with 'citizen business government visitor site info' and the Wyoming Office of the Attorney General logo. Below the header, it says 'Test Provider, the project you selected is the: FVPSA Test Project'. A light blue bar contains the text 'ADD FVPSA Statistics'. Below this, instructions state: 'To ADD monthly statistics, select the month you are reporting for, then click the ADD Statistics button.' There is a dropdown menu for selecting the month and an 'Add Statistics' button. Another light blue bar contains the text 'VIEW FVPSA Statistics'. Below this, it says 'No statistics are on file for this project. To ADD statistics, see the above instructions or click the Cancel button to go back to the list of projects.' There is a 'Cancel' button.

Figure 28

This screen shows there are no monthly statistics on file for this project. To add statistics, select the month you are reporting for, then click Add Statistics. The Add FVPSA statistics screen will be displayed as shown in Figure 29. The FVPSA Statistics screen is lengthy; therefore its display spans several pages in this manual.

The screenshot shows the 'Update FVPSA Project Statistics' screen. The left sidebar is the same as in Figure 28. The main content area has the same header. Below the header, it says 'Update FVPSA Project Statistics'. Below this, there are fields for 'Provider and Project Name: Test Provider FVPSA Test Project', 'Authorized Log in: TestProv', 'Report Month: August', and 'Report Year: 2003'. There are two input fields for 'Hours Volunteer Staff' and 'Volunteer Number'.

Turnaway Status	Females	Children	Males
No Space Available	<input type="text"/>	<input type="text"/>	<input type="text"/>
Space Too Small	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inappropriate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exhausted Stay	<input type="text"/>	<input type="text"/>	<input type="text"/>
No Funding	<input type="text"/>	<input type="text"/>	<input type="text"/>
Referred to Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit Status	Females	Children	Males	Number of Days
Set Up New Household	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moved in with Relative/Friend	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offender Moved Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Returned to Offender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Without Notification	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asked to Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Not an Exit, In Use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Shelter Type Used	Females	Children	Males	Elderly	Number of Days
Licensed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Motel/Hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shared House	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Private House	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FVPSA Services				
Category	Description	Times	Hours	Attended
Support Group	Support Group	<input type="text"/>	<input type="text"/>	<input type="text"/>
Education				
	Colleges	<input type="text"/>	<input type="text"/>	<input type="text"/>
	High Schools	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Middle Schools	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Elementary Schools	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Child Care Providers	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Educators/Clergy	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Medical Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Legal Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Community Groups	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Health Fairs	<input type="text"/>	<input type="text"/>	<input type="text"/>
	General Public	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Media, TV, Radio, Paper	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Other Agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training				
	Volunteers	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Law Enforcement	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Educators/Clergy	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Medical Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Other Agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>
Abuser Groups				
	Men's Group	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Women's Group	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Relations				
	PR Networking	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Related
Services/Assistance**

Individual Counseling Sessions	<input type="text"/>
Group Counseling Sessions	<input type="text"/>
Information and Referral	<input type="text"/>
Batterers Support Services	<input type="text"/>
Type of Batterers Support Services Program	<input type="text"/>
Advocacy Services Program (Describe court, prosecution order, social services etc):	<input type="text"/>
Transportation (Number of trips):	<input type="text"/>
Services to Teenagers (Describe program)	<input type="text"/>
Emergency Child Care (Number of Children):	<input type="text"/>
Emergency Child Care (Number of Hours):	<input type="text"/>
Training and Technical assistance (Specify Type):	<input type="text"/>
Training and Technical assistance (Number of Hours):	<input type="text"/>
Housing Advocacy (Specify Type):	<input type="text"/>

Telephone Calls

Crisis/Hotline <input type="text"/>	Calls Referred From:	Calls Referred To:
	Criminal Justice <input type="text"/>	Legal Services <input type="text"/>
	Social Services <input type="text"/>	Social Services <input type="text"/>
	Mental Health <input type="text"/>	Mental Health <input type="text"/>
	Medical Services <input type="text"/>	Medical Services <input type="text"/>
	Media, TV, Radio <input type="text"/>	Shelter/Housing <input type="text"/>
	Family or Friends <input type="text"/>	Support Group <input type="text"/>
	Other <input type="text"/>	Other <input type="text"/>
Adult Calls About:	Minor Calls About:	Other Calls About:
Shelter <input type="text"/>	Shelter <input type="text"/>	Networking <input type="text"/>
Stalking <input type="text"/>	Stalking <input type="text"/>	General Info <input type="text"/>
Battering <input type="text"/>	Battering <input type="text"/>	Current Case <input type="text"/>
Sex Assault <input type="text"/>	Sex Assault <input type="text"/>	Possible New Case <input type="text"/>
BatterySex Assault <input type="text"/>	BatterySex Assault <input type="text"/>	Administrative <input type="text"/>
Other <input type="text"/>	Other <input type="text"/>	Other <input type="text"/>

Situation Resolution

Number returned to previous situation	<input type="text"/>
Number moved to a new living situation	<input type="text"/>
Number of dispositions unknown	<input type="text"/>
How many went to court?	<input type="text"/>
How many resulted in civil resolutions?	<input type="text"/>

**Individuals Served
(including Special Populations)**

	Number Served	Percent of Total Served
White/Caucasian	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>
African American	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Pacific Islander	<input type="text"/>	<input type="text"/>
Native American	<input type="text"/>	<input type="text"/>
Physically Challenged	<input type="text"/>	<input type="text"/>
Elderly	<input type="text"/>	<input type="text"/>

Figure 29**Fields****Provider and Project Name**

- Required
- Display Mode only

Authorized Log in

- Required
- Display Mode only

Report Month

- Required
- Display Mode only

Report Year

- Required
- Display Mode only

Hours Volunteer Staff

- Required
- Enter a number totaling the number of volunteer hours worked during this month

Volunteer Number

- Required
- Enter the number of Volunteers who worked this month

Turnaway Status: for Females, Children, Males

- Enter the numbers for each group, Females, Children, Males
- Turnaway Reasons:
 - No Space Available

- Space Too Small
- Inappropriate
- Exhausted Stay
- No Funding
- Referred to Other
- Other

Exit Status: for Females, Children, Males

- Enter number of Days by Exit Status
- Exit Status Reasons:
 - Set Up New Household
 - Moved in with Relative/Friend
 - Offender Moved Out
 - Returned to Offender
 - Without Notification
 - Asked to Leave
 - Not an Exit, In Use
 - Other

Shelter Type Used for Females, Children, Males, Elderly

- Enter Number of Days by Shelter type used
- Shelter Types
 - Licensed
 - Motel/Hotel
 - Shared House
 - Private House
 - Other

FVPSA Services

- Enter the number of times each Service was provided this month
- Enter the number of hours each Service was provided this month
- Enter the number of people attending the services provided by category this month
- Categories of services:
 - Support Group
 - Education
 - High Schools
 - Middle Schools
 - Elementary Schools
 - Child Care Providers
 - Educators/Clergy
 - Medical Services
 - Legal Services
 - Community Groups
 - Health Fairs
 - General Public
 - Media, TV, Radio, Paper
 - Other Agencies
 - Training times (enter hours attended by the following categories)
 - Volunteers
 - Law Enforcement

- Educators/Clergy
- Medical Services
- Other Agencies
- Abuser Groups
 - Men's Group
 - Women's Group
- Public Relations
 - PR Networking

Other Related Services/Assistance

- Enter the numbers served this month by the type of service
 - Individual Counseling Sessions
 - Group Counseling Sessions
 - Information and Referral
 - Batterers Support Services
- Name the type of Batterers Support Services Program
- Describe the advocacy Services Program (Describe court, prosecution order, social services etc)
- Enter the number for Transportation (Number of trips)
- Services to Teenagers (Describe program)
- Emergency Child Care Enter Number of Children
- Emergency Child Care (Number of Hours)
- Training and Technical assistance (Specify Type)
- Training and Technical assistance (Number of Hours)
- Housing Advocacy (Specify Type)

Telephone Calls

- Enter number of Crisis/Hotline calls taken this month
- Enter the number of calls referred from the following categories this month
 - Criminal Justice
 - Social Services
 - Mental Health
 - Medical Services
 - Media, TV, Radio
 - Family or Friends
 - Other
- Enter the number of calls referred to the following categories this month
 - Legal Services
 - Social Services
 - Mental Health
 - Medical Services
 - Shelter/Housing
 - Support Group
 - Other
- Enter the number of Adult calls handled by the following categories
 - Shelter
 - Networking
 - Stalking
 - Battering

- Sex Assault
 - Other
- Enter the number of Minor calls handled by the following categories
 - Shelter
 - Networking
 - Stalking
 - Battering
 - Sex Assault
 - Other
- Enter the number of Other calls handled by the following categories
 - Networking
 - General Info
 - Current Case
 - Possible New Case
 - Administrative
 - Other

Situation Resolution

- Enter the total number for each situation listed:
 - Number returned to previous situation
 - Number moved to a new living situation
 - Number of dispositions unknown
 - Number of cases that went to court
 - Number of cases that resulted in civil resolution

Individuals Served

- Enter number served and percent of total served by the following categories:
 - White/Caucasian
 - Hispanic
 - African American
 - Asian
 - Native American
 - Pacific Islander
 - Physically Challenged
 - Elderly

Add Button

- If all edits passed, project is added to the database. And returns you to the FVPSA Statistics Home page shown in Figure 26.

Cancel Button

- Cancels the add function and returns you to the FVPSA Statistics Home page shown in Figure 26.

FVPSA Statistics-View

From any project screen, click on the FVPSA Statistics link located in the left side menu. The FVPSA Statistics Home Page will be displayed as shown in Figure 26.

- To view FVPSA Statistics, on the FVPSA Statistics Home page, select the FY from the dropdown list box, then click the Get Projects button. If FVPSA projects have not been entered for this service provider, the system will instruct the user to add the one time project information. Otherwise, all the FVPSA projects for the selected FY, that have been entered for this service provider will be displayed in the FVPSA Project list, as shown in Figure 27.
- Select the desired project, then click the Select Report Dates button.
- The next page that will be displayed is the View FVPSA Statistics page as shown in Figure 30. It will confirm the project selected and display a list of statistics that have already been entered in the system.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

Test Provider, the project you selected is the: **FVPSA Test Project**

ADD FVPSA Statistics

To **ADD** monthly statistics, select the month you are reporting for, then click the **ADD Statistics** button.

Add Statistics

VIEW FVPSA Statistics

To **VIEW** monthly statistics, select the report you wish to view from the following list, then click the **VIEW STATISTICS** button.

FVPSATest2004 Reporting Period July - 2003

View Statistics Cancel

Figure 30

- To view monthly statistics, select the report from the list, then click the View Statistics button.

- The FVPSA Statistics screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the FVPSA Statistics Home Page shown in Figure 26.

FVPSA Statistics-Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

VAWA Statistics

Click on the VAWA Statistics link in the left side menu. The VAWA Statistics Home page will be displayed as shown in Figure 31.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

VAWA Statistics Home

Welcome to the VAWA Stats Home Page

To get a list of your VAWA Projects, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Projects' button.

Get Projects

Figure 31

VAWA Statistics – Add Statistics

To add VAWA Statistics to the database, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 31. If the project information for this provider has not been entered yet, the system will advise the user to follow the instructions for adding VAWA Project Information. If the project information exists, the VAWA Project List assigned to this provider will be displayed, as shown in Figure 32.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

VAWA Project List

Listed below are your 2004 VAWA Projects that are currently on file. Select a project, then click the 'Select Report Dates' button to add or view the associated monthly statistics.

Laramie County, VAWA Test Project VAWATest2004
--

Select Report Dates

Figure 32

To add the monthly statistics, first select the project, then click the Select Report Dates button. The ADD/VIEW Statistics page is displayed as shown in Figure 33.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

Test Provider, the project you selected is the **VAWA Test Project**

ADD VAWA Statistics

To **ADD** monthly statistics, select the month you are reporting for, then click the **ADD Statistics** button.

Add Statistics

VIEW VAWA Statistics

No statistics are on file for this project. To **ADD** statistics, see the above instructions or click the **Cancel** button to go back to the list of projects.

Cancel

Figure 33

This screen shows there are no monthly statistics on file for this project. To add statistics, select the month you are reporting for, then click Add Statistics. The Add VAWA statistics screen will be displayed as shown in Figure 34. The VAWA Statistics screen is lengthy; therefore its display spans several pages in this manual.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

Update VAWA Project Statistics

Provider and Project Name: Test Provider VAWA Test Project

Authorized Log in: TestProv

Report Month: July

Report Year: 2003

1. Characteristics of Victims Receiving Direct Services:

Projects that did not provide direct services to victims may skip to number 2.

A. Total Number of Victims (primary and secondary) served by this project during this reporting period (counting each victim only once).

Total Number of Victims Served

B. Report by victimization the total number of victims served in this reporting period. If a victim suffered multiple types of victimization, please include him/her under each appropriate category. This means the total number of victims reported here may sum to more than the total reported in A.

Primary Victims Secondary Victims Type of Victimization unknown

C. Report by gender the total number of victims served in this reporting period(which must sum to the total in A):

Female Victims Male Victims Victims of Unknown Gender

D. Report by age grouping the total number of victims served in this reporting period(which must sum to the total given in A):

Age Under 12 26 - 40 Victims of Unknown Age Grouping
 13 - 17 41 - 60
 18 - 25 61 +

E. Please report the number of victims served in this reporting period by type of crime. If a victim suffered multiple types of crime, please include her/him under each appropriate category. This means the total number of victims reported here may sum to more than the total number reported in A.

Sexual Assault Domestic Violence Stalking Type of Crime Unknown

F. If you served victims of sexual assault, please report the total number of sexual assault victims by type of sexual assault. If a victim suffered multiple types of sexual assault, please include her under each appropriate category. This means the total number of victims reported here may sum to more than the total number reported under sexual assault in E.

Adults sexually assaulted as children Victims of sexual assaults suffered as adults or adolescents Type of sexual assault unknown

G. Please report the number of victims served in this reporting period by victim/offender relationship. If a victim was victimized by perpetrators in multiple categories, please include her/him under each appropriate category. This means the total number of victims reported here may sum to more than the total number reported in A.

Victims related to offenders (by blood, marriage or former marriage)
 Victims currently or formerly other intimate relationships with offenders (boyfriend/girlfriend, living or lived together, having a child in common, etc.)
 Victims acquainted with offenders (friends, neighbors, coworkers, schoolmates, roommates, etc.)
 Victims unknown to offenders (strangers)
 Type of relationship unknown

H. How many victims representing underserved populations were served in this reporting period? (underserved populations are defined by geographic location, racial/ethnic group, foreign language, or other special needs. Please count victims who represent several underserved populations only once. This number must be less than or equal to the total number of victims reported in A.

Number of Victims representing underserved populations

I. Please report the number of victims by the underserved populations they represent. If a victim represents more than one category below, then count her/him in each applicable category. This means the total number of victims reported below may not add up to the total number reported in H.

Geographic Location:

Rural area
 Tribal Area
 Underserved Urban Area
 Other

Racial/Ethnic Population:

African-American
 Asian-American
 Pacific Islander
 Hispanic
 Native American
 Other

Non-English Speaking:

Spanish-Speaking
 Speakers of an Asian language
 Other non-English language

Special Needs:

Mentally/emotionally challenged women
 Physically/medically challenged women
 Older Women
 Migrant Farm Workers
 Lesbians
 Immigrants
 Women at risk (i.e., incarcerated, prostitutes, substance abusers, etc.)
 Other

2. Performance of TRAINING projects.**Projects that did not support training may skip to number 3.**

A. Please indicate the profession(s) of personnel involved in developing or delivering the training: (Please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Corrections | <input type="checkbox"/> Health care Providers |
| <input type="checkbox"/> Prosecution | <input type="checkbox"/> Private, non-profit victim services | <input type="checkbox"/> Other service providers |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Public Sector victim services | <input type="checkbox"/> Other <input type="text"/> |
-

B. Total number of personnel trained by this project during the reporting period:

C. Please indicate the profession(s) of personnel receiving the training: (Please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Corrections | <input type="checkbox"/> Health care Providers |
| <input type="checkbox"/> Prosecution | <input type="checkbox"/> Private, non-profit victim services | <input type="checkbox"/> Other service providers |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Public Sector victim services | <input type="checkbox"/> Other <input type="text"/> |
-

D. Number of sessions or presentations conducted in this reporting period:

E. Other training activities performed(Please check all that apply).

- | |
|--|
| <input type="checkbox"/> New training materials developed |
| <input type="checkbox"/> Previous training materials revised or expanded |
| <input type="checkbox"/> New training methods used (e.g., training broadcast by satellite) |
| <input type="checkbox"/> Other <input type="text"/> |
-

3. Performance of SPECIAL UNIT projects.

Projects that did not support special unit projects may skip to number 4.

A. Were the STOP funds used to: (Please check all that apply)

- ☐ Create a new unit
☐ Support or expand an existing unit
☐ Support specialized functions for one or more members of agencies too small to justify a special unit
☐ Other

B. Identify where the unit or function is administratively located: (Please check all that apply)

- ☐ Law Enforcement ☐ Corrections ☐ Health care Providers
☐ Prosecution ☐ Private, non-profit victim services ☐ Other service providers
☐ Courts ☐ Public Sector victim services ☐ Other

C. Report how many personnel of each type staffed the special unit or function at the end of the reporting period, in full time equivalents, regardless of funding source (STOP or another source):

<input type="text"/> Law Enforcement	<input type="text"/> Corrections (probation, parole, jails, prisons)	<input type="text"/> Health Care Providers
<input type="text"/> Prosecution	<input type="text"/> Private, non-profit victim services	<input type="text"/> Other service providers (e.g., mental health, housing, child protection, other social services, etc.)
<input type="text"/> Courts	<input type="text"/> Public sector victim services	<input type="text"/> Other <input type="text"/>

D. Of these personnel, identify the number supported by STOP funds, in full time equivalents.

<input type="text"/> Law Enforcement	<input type="text"/> Corrections (probation, parole, jails, prisons)	<input type="text"/> Health Care Providers
<input type="text"/> Prosecution	<input type="text"/> Private, non-profit victim services	<input type="text"/> Other service providers (e.g., mental health, housing, child protection, other social services, etc.)
<input type="text"/> Courts	<input type="text"/> Public sector victim services	<input type="text"/> Other <input type="text"/>

4. Performance of POLICY projects.

Projects that did not address policy, procedure, protocol, administrative order, or service development may skip to number 5.

A. Policy development activities during the reporting period: (Please check all that apply)

- ☐ A new policy, procedure, protocol, administrative order, or service was (is being) revised or expanded
- ☐ A previous policy, procedure, protocol, administrative order, or service was (is being) revised or expanded
- ☐ Other

B. Identify what types of agencies were involved in the development or revision of the policy, etc.: (Please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Corrections | <input type="checkbox"/> Health care Providers |
| <input type="checkbox"/> Prosecution | <input type="checkbox"/> Private, non-profit victim services | <input type="checkbox"/> Other service providers |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Public Sector victim services | <input type="checkbox"/> Other <input type="text"/> |

C. How did the agencies who developed or revised the policy, etc. promote its adoption and implementation? (Please check all that apply)

- ☐ Enlisted the support of top management for the policy, etc., development or revision effort
- ☐ Formalized the policy in writing and obtained the official endorsement of the agency head
- ☐ Worked with other community agencies in the policy development or revision effort.
- ☐ Provided or facilitated staff training on the policy etc.
- ☐ Publicized the policy, etc. by sending copies of it to the other agencies
- ☐ Effectuated changes in state, local, or tribal laws to support the policy
- ☐ Other

D. For law enforcement policies, procedures, protocols, administrative orders or services, what subject area(s) do they address? (Please check all that apply)

- ☐ Training standards and requirements, including roll-call, in-service, and academy training for officers and other personnel
- ☐ How to enforce applicable laws, including arrest authority and decision making skills on the scene (including determining the primary aggressor and avoiding dual arrest), removing weapons, enforcing orders of protection, and checking records for prior incidents and warrants.
- ☐ Collection of evidence by photographing injuries, identifying and interviewing secondary witnesses such as neighbors, etc.
- ☐ Procedures to promote officer safety.
- ☐ How to serve victims and witnesses better, including notifying victims of their rights, available services, and progress on their case; working with victim services personnel; and protecting children on the scene.
- ☐ What to do when an officer is involved in domestic violence, sexual assault, or stalking, including any special procedures such as calling a supervisor to the scene and follow-up contacts.
- ☐ Issues of cultural competence, such as norms and values of minority populations law enforcement serves and barriers to full service in traditional law enforcement responses.
- ☐ Other

E. For prosecution policies, procedures, protocols, administrative orders, or services, what subject area(s) do they address? (Please check all that apply.)

- ☐ Aggressive prosecution, including how to prosecute cases vigorously, pro-prosecution policies, charging and plea bargaining practices, and prosecuting without the victim's testimony.
- ☐ How to structure prosecution offices and manage caseloads, including vertical prosecution, special domestic violence and/or sexual assault units, coordinated case management techniques, and case tracking systems.
- ☐ How special court structures work, such as family courts or specialized domestic violence courts
- ☐ How to serve victims and witnesses better, including role of victim/witness staff.
- ☐ Issues of cultural competence, such as norms and values of minority populations prosecutors serve and barriers to full service in traditional prosecutorial responses.
- ☐ Other

F. For other agencies' policies, procedures, protocols, administrative orders, or services, please check the type of agency and briefly describe what subject area(s) they address: (Please check all that apply)

- | | |
|--|----------------------|
| <input type="checkbox"/> Courts | <input type="text"/> |
| <input type="checkbox"/> Corrections | <input type="text"/> |
| <input type="checkbox"/> Private, non-profit victim services | <input type="text"/> |
| <input type="checkbox"/> Public Sector victim services | <input type="text"/> |
| <input type="checkbox"/> Health care Providers | <input type="text"/> |
| <input type="checkbox"/> Other service providers | <input type="text"/> |
| <input type="checkbox"/> Other | <input type="text"/> |

5. Performance of DATA COLLECTION/COMMUNICATION projects.

Projects that did not support data collection/communications may skip to number 6.

A. What type of data/communication system did the subgrant support during this reporting period? (Please check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Sex Offender Registry | <input type="checkbox"/> Victim Notification System |
| <input type="checkbox"/> Case Tracking or Record Keeping System | <input type="checkbox"/> Protection/restraining order tracking system |
| <input type="checkbox"/> Forms development or standardization | <input type="checkbox"/> Criminal history information |
| <input type="checkbox"/> 911 Calls | <input type="checkbox"/> Hotline Calls |
| <input type="checkbox"/> Other | <input type="text"/> |

B. What types of agencies were involved in the development of the data/communication system? (Please check all that apply.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Corrections | <input type="checkbox"/> Health care Providers |
| <input type="checkbox"/> Prosecution | <input type="checkbox"/> Private, non-profit victim services | <input type="checkbox"/> Other service providers |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Public Sector victim services | <input type="checkbox"/> Other |
| | | <input type="text"/> |

C. What type of agency has primary responsibility for maintaining the data/communication system? (Please select only one)

Agency type responsible for maintenance:

D. What other agencies use or access the system? (Please check all that apply.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Corrections | <input type="checkbox"/> Health care Providers |
| <input type="checkbox"/> Prosecution | <input type="checkbox"/> Private, non-profit victim services | <input type="checkbox"/> Other service providers |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Public Sector victim services | <input type="checkbox"/> Other |
| | | <input type="text"/> |

E. Where are the agencies that use the system?(Please select only one)

Agency Location:

6. Performance of VICTIM SERVICES projects.

Projects that did not support victim services projects may skip to number 7.

A. What type of victim service program did the project provide during this reporting period?
(Please check all that apply)

Direct Services to Victims

- | | | |
|--|---|---|
| <input type="checkbox"/> Crisis Counseling | <input type="checkbox"/> Crisis Hotline Counseling | <input type="checkbox"/> Emergency legal advocacy |
| <input type="checkbox"/> Follow-up contact | <input type="checkbox"/> Shelter/safehouse | <input type="checkbox"/> Assistance in filing compensation claims |
| <input type="checkbox"/> Therapy | <input type="checkbox"/> Information and referral (in person) | <input type="checkbox"/> Personal advocacy |
| <input type="checkbox"/> Group treatment/support | <input type="checkbox"/> Criminal justice support/advocacy | <input type="checkbox"/> Telephone contacts |
| | <input type="checkbox"/> Emergency financial assistance | <input type="checkbox"/> Other <input type="text"/> |

Other Victim Service Activities

- ☐ Systems change advocacy(not related to specific individual victims)
- ☐ Community Education
- ☐ Planning, coordination, technical assistance or training
- ☐ Other

B. If direct services were provided, did victim receive:(Please check all that apply)

- ☐ New types of services not previously available to them
- ☐ Improved or enhanced versions of services already available
- ☐ More of the same services already available

C. If direct services were provided, what victims were served during the reporting period?
(Please check all that apply)

- ☐ The same victims already receiving services
- ☐ New victims who would not have been served without this project

7. Performance of STALKING projects.

Projects that did not support stalking projects may skip to number 8.

A. During the reporting period, did this project: (Please check all that apply)

- ☐ Provide direct services to the public
- ☐ Provide training,policy development, or other professional support services
- ☐ Other

B. Did this project address:(Please check all that apply)

- ☐ Stalking related to domestic violence or sexual assault
- ☐ Other Stalking

8. Performance of INDIAN POPULATIONS projects.

Projects that did not address Indian populations may skip to number 9.

A. During the reporting period, did this project: (Please check all that apply)

- ☐ Provide direct services to Native Americans on reservations
- ☐ Provide direct services to Native Americans outside reservations
- ☐ Provide training,policy development, or other professional support services
- ☐ Other

9. Please report the numbers related to Protection and Stalking orders during this reporting period.

<input type="text"/>	Number of Protection Orders filed during this reporting period
<input type="text"/>	Number of Protection Orders granted during this reporting period
<input type="text"/>	Number of Protection Orders violated during this reporting period
<input type="text"/>	Number of Stalking Orders filed during this reporting period
<input type="text"/>	Number of Stalking Orders granted during this reporting period
<input type="text"/>	Number of Stalking Orders Violated during this reporting period

10. Impact Evaluation Data. All subgrants should indicate whether information on program impact is available.

The performance information you just reported above provides important information on project outputs -- the number and types of personnel trained, policies developed, victims served, and so on. We are also interested in assessing the impact of subgrant projects -- how trained personnel handles cases differently after training, whether new policies or special units produced improved services to victims, how services provided improved victims' situations, and so on. In other words, what evidence is there that the ultimate goal or purpose of the project was or is being achieved? How were things before your STOP grant and how are they now? Answers to these questions might come from statistical data, such as changes in arrest or indictment rates after a new policy was implemented or training provided, or more qualitative data, such as victims' responses to a survey or interview on what they thought of the services they received.

Please indicate below whether you have such data already available. If you check YES, you may be contacted and asked to share this information for possible use in the Department of Justice's next annual report to Congress. You are not being asked to generate any additional information, just to identify and share what you already have.

Please check if you have data from before the STOP project and also from after it began, which can be compared to document the impact of this project.

Yes, I have data from before the STOP project and also from after it began, which can be compared to document the impact of this project
☐

Figure 34**Fields****Provider and Project Name**

- Required
- Display Mode only

Authorized Log in

- Required
- Display Mode only

Report Month

- Required
- Display Mode only

Report Year

- Required
- Display Mode only

Characteristics of Victims Receiving Direct Services: Projects that did not provide direct services to victims may skip to number 2.

- Total Number of Victims (primary and secondary) served by this project during this reporting period (counting each victim only once).

Report by victimization the total number of victims served in this reporting period. If a victim suffered multiple types of victimization, please include him/her under each appropriate category. This means the total number of victims reported here may sum to more than the total reported in A.

- Primary Victims
- Secondary Victims
- Type of Victimization unknown

Report by gender the total number of victims served in this reporting period (which must sum to the total in A):

- Female Victims
- Male Victims
- Victims of Unknown Gender

Report by age grouping the total number of victims served in this reporting period (which must sum to the total given in A):

- Age Under 12
- 26 – 40
- Victims of Unknown Age Grouping
- 13 – 17
- 41 – 60
- 18 – 25
- 61 +

Please report the number of victims served in this reporting period by type of crime. If a victim suffered multiple types of crime, please include her/him under each appropriate category. This means the total number of victims reported here may sum to more than the total number reported in A.

- Sexual Assault
- Domestic Violence
- Stalking
- Type of Crime Unknown

If you served victims of sexual assault, please report the total number of sexual assault victims by type of sexual assault. If a victim suffered multiple types of sexual assault, please include her under each appropriate category. This means the total number of victims reported here may sum to more than the total number reported under sexual assault in E.

- Adults sexually assaulted as children
- Victims of sexual assaults suffered as adults or adolescents
- Type of sexual assault unknown

Please report the number of victims served in this reporting period by victim/offender relationship. If a victim was victimized by perpetrators in multiple categories, please include her/him under each appropriate category. This means the total number of victims reported here may sum to more than the total number reported in A.

- Victims related to offenders (by blood, marriage or former marriage)
- Victims currently or formerly other intimate relationships with offenders (boyfriend/girlfriend, living or lived together, having a child in common, etc.)
- Victims acquainted with offenders (friends, neighbors, coworkers, schoolmates, roommates, etc.)
- Victims unknown to offenders (strangers)

- Type of relationship unknown

How many victims representing underserved populations were served in this reporting period? (underserved populations are defined by geographic location, racial/ethnic group, foreign language, or other special needs. Please count victims who represent several underserved populations only once. This number must be less than or equal to the total number of victims reported in A.

- Number of Victims representing underserved populations.

Please report the number of victims by the underserved populations they represent. If a victim represents more than one category below, then count her/him in each applicable category. This means the total number of victims reported below may not add up to the total number reported in H.

- Geographic Location
- Racial /Ethnic Populations
- Non-English Speaking
- Special Needs

Performance of TRAINING projects. Projects that did not support training may skip to number 3.

Please indicate the profession(s) of personnel involved in developing or delivering the training: (Please check all that apply)

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

Total number of personnel trained by this project during the reporting period:

Please indicate the profession(s) of personnel receiving the training: (Please check all that apply)

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

Number of sessions or presentations conducted in this reporting period:

Other training activities performed(Please check all that apply).

- New training materials developed
- Previous training materials revised or expanded
- New training methods used (e.g., training broadcast by satellite)
- Other

Performance of SPECIAL UNIT projects. Projects that did not support special unit projects may skip to number 4.

Were the STOP funds used to: (Please check all that apply)

- Create a new unit
- Support or expand an existing unit
- Support specialized functions for one or more members of agencies too small to justify a special unit
- Other

Identify where the unit or function is administratively located: (Please check all that apply)

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

Report how many personnel of each type staffed the special unit or function at the end of the reporting period, in full time equivalents, regardless of funding source (STOP or another source):

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

Of these personnel, identify the number supported by STOP funds, in full time equivalents.

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

Performance of POLICY projects. Projects that did not address policy, procedure, protocol, administrative order, or service development may skip to number 5.

- Policy development activities during the reporting period: (Please check all that apply)
- A new policy, procedure, protocol, administrative order, or service as (is being) revised or expanded

- A previous policy, procedure, protocol, administrative order, or service was (is being) revised or expanded
- Other

Identify what types of agencies were involved in the development or revision of the policy, etc.:(Please check all that apply)

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

How did the agencies who developed or revised the policy, etc. promote its adoption and implementation? (Please check all that apply)

- Enlisted the support of top management for the policy, etc., development or revision effort
- Formalized the policy in writing and obtained the official endorsement of the agency head
- Worked with other community agencies in the policy development or revision effort.
- Provided or facilitated staff training on the policy etc.
- Publicized the policy, etc. by sending copies of it to the other agencies
- Effectuated changes in state, local, or tribal laws to support the policy
- Other

For law enforcement policies, procedures, protocols, administrative orders or services, what subject area(s) do they address? (Please check all that apply)

- Training standards and requirements, including roll-call, in-service, and academy training for officers and other personnel
- How to enforce applicable laws, including arrest authority and decision making skills on the scene (including determining the primary aggressor and avoiding dual arrest), removing weapons, enforcing orders of protection, and checking records for prior incidents and warrants.
- Collection of evidence by photographing injuries, identifying and interviewing secondary witnesses such as neighbors, etc.
- Procedures to promote officer safety.
- How to serve victims and witnesses better, including notifying victims of their rights, available services, and progress on their case; working with victim services personnel; and protecting children on the scene.
- What to do when an officer is involved in domestic violence, sexual assault, or stalking, including any special procedures such as calling a supervisor to the scene and follow-up contacts.
- Issues of cultural competence, such as norms and values of minority populations law enforcement serves and barriers to full service in traditional law enforcement responses.
- Other

For prosecution policies, procedures, protocols, administrative orders, or services, what subject area(s) do they address? (Please check all that apply.)

- Aggressive prosecution, including how to prosecute cases vigorously, pro-prosecution policies, charging and plea bargaining practices, and prosecuting without the victim's testimony.
- How to structure prosecution offices and manage caseloads, including vertical prosecution, special domestic violence and/or sexual assault units, coordinated case management techniques, and case tracking systems.
- How special court structures work, such as family courts or specialized domestic violence courts
- How to serve victims and witnesses better, including role of victim/witness staff
- Issues of cultural competence, such as norms and values of minority populations prosecutors serve and barriers to full service in traditional prosecutorial responses.
- Other

For other agencies' policies, procedures, protocols, administrative orders, or services, please check the type of agency and briefly describe what subject area(s) they address: (Please check all that apply)

- Courts
- Corrections
- Private, non-profit victim services
- Public Sector victim services
- Health care Providers
- Other service providers
- Other

Performance of DATA COLLECTION/COMMUNICATION Projects. Projects that did not support data collection/communications may skip to number 6.

What type of data/communication system did the subgrant support during this reporting period? (Please check all that apply.)

- Sex Offender Registry
- Victim Notification System
- Case Tracking or Record Keeping System
- Protection/restraining order tracking system
- Forms development or standardization
- Criminal history information
- 911 Calls
- Hotline Calls
- Other

What types of agencies were involved in the development of the data/communication system? (Please check all that apply.)

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services

- Other

What type of agency has primary responsibility for maintaining the data/communication system: (Please select only one)

What other agencies use or access the system? (Please check all that apply.)

- Law Enforcement
- Corrections
- Health care Providers
- Prosecution
- Private, non-profit victim services
- Other service providers
- Courts
- Public Sector victim services
- Other

Where are the agencies that use the system?(Please select only one)

Performance of VICTIM SERVICES projects. Projects that did not support victim services projects may skip to number 7.

What type of victim service program did the project provide during this reporting period? (Please check all that apply)

- Direct Services to Victims
- Crisis Counseling
- Crisis Hotline Counseling
- Emergency legal advocacy
- Follow-up contact
- Shelter/Safehouse
- Assistance in filing compensation claims
- Therapy
- Information and referral (in person)
- Personal advocacy
- Group treatment/support
- Criminal justice support/advocacy
- Telephone contacts
- Emergency financial assistance
- Other

Other Victim Service Activities

- Systems change advocacy (not related to specific individual victims)
- Community Education
- Planning, coordination, technical assistance or training
- Other

If direct services were provided, did victim receive:(Please check all that apply)

- New types of services not previously available to them
- Improved or enhanced versions of services already available
- More of the same services already available

If direct services were provided, what victims were served during the reporting period? (Please check all that apply)

- The same victims already receiving services
- New victims who would not have been served without this project

Performance of STALKING projects. Projects that did not support stalking projects may skip to number 8.

During the reporting period, did this project: (Please check all that apply)

- Provide direct services to the public
- Provide training, policy development, or other professional support services
- Other

Did this project address: (Please check all that apply)

- Stalking related to domestic violence or sexual assault
- Other Stalking

Performance of INDIAN POPULATIONS projects. Projects that did not address Indian populations may skip to number 9.

During the reporting period, did this project: (Please check all that apply)

- Provide direct services to Native Americans on reservations
- Provide direct services to Native Americans outside reservations
- Provide training, policy development, or other professional support services
- Other

Please report the numbers related to Protection and Stalking orders during this reporting period.

- Number of Protection Orders filed during this reporting period
- Number of Protection Orders granted during this reporting period
- Number of Stalking Orders filed during this reporting period
- Number of Stalking Orders granted during this reporting period
- Number of Stalking Orders Violated during this reporting period

Impact Evaluation Data.

All sub-grants should indicate whether information on program impact is available. The performance information you just reported above provides important information on project outputs -- the number and types of personnel trained, policies developed, victims served, and so on. We are also interested in assessing the impact of sub-grant projects -- how trained personnel handles cases differently after training, whether new policies or special units produced improved services to victims, how services provided improved victims' situations, and so on. In other words, what evidence is there that the ultimate goal or purpose of the project was or is being achieved? How were things before your STOP grant and how are they now? Answers to these questions might come from statistical data, such as changes in arrest or indictment rates after a new policy was implemented or training provided, or more qualitative data, such as victims' responses to a survey or interview on what they thought of the services they received. Please indicate below whether you have such data already available. If you check YES, you may be contacted and asked to share this information for possible use in the Department of Justice's next annual report to Congress. You are not being asked to generate any additional information, just to identify and share what you already have.

Please check if you have data from before the STOP project and also from after it began, which can be compared to document the impact of this project.

Add Button

- If all edits passed, project is added to the database. And returns you to the VAWA Statistics Home page shown in Figure 31.

Cancel Button

- Cancels the add function and returns you to the VAWA Statistics Home page shown in Figure 31.

VAWA Statistics-View

From any project screen, click on the VAWA Statistics link located in the left side menu. The VAWA Statistics Home Page will be displayed as shown in Figure 31.

- To view VAWA Statistics, on the VAWA Statistics Home page, select the FY from the dropdown list box, then click the Get Projects button. If VAWA projects have not been entered for this service provider, the system will instruct the user to add the one time project information. Otherwise, all the VAWA projects for the selected FY, that have been entered for this service provider will be displayed in the VAWA Project list, as shown in Figure 32.
- Select the desired project, then click the Select Report Dates button.
- The next page that will be displayed is the View VAWA Statistics page as shown in Figure 35. It will confirm the project selected and display a list of statistics that have already been entered in the system.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

Test Provider, the project you selected is the: **VAWA Test Project**

ADD VAWA Statistics

To **ADD** monthly statistics, select the month you are reporting for, then click the **ADD Statistics** button.

Add Statistics

VIEW VAWA Statistics

The following is a list of the monthly statistics on file for this project.

To **VIEW** monthly statistics, select the report you wish to view from the following list, then click the **VIEW STATISTICS** button.

VAWATest2004 Reporting Period July - 2003

View Statistics Cancel

Figure 35

- To view monthly statistics, select the report from the list, then click the View Statistics button.
- The VAWA Statistics screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VAWA Statistics Home Page shown in Figure 31.

VAWA Statistics-Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

VOCA Statistics

Click on the VOCA Statistics link in the left side menu. The VOCA Statistics Home page will be displayed as shown in Figure 36.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

VOCA Statistics Home

Welcome to the VOCA Stats Home Page

To get a list of your VOCA Projects, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Projects' button.

Get Projects

Figure 36

VOCA Statistics – Add Statistics

To add VOCA Statistics to the database, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 36. If the project information for this provider has not been entered yet, the system will advise the user to follow the instructions for adding VOCA Project Information. If the project information exists, the VOCA Project List assigned to this provider will be displayed, as shown in Figure 37.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

VOCA Project List

Listed below are your 2004 VOCA Projects that are currently on file. Select a project, then click the 'Select Report Dates' button to add or view the associated monthly statistics.

Laramie County, VOCA TestProject VOCA Test2004
--

Select Report Dates

Figure 37

To add the monthly statistics, first select the project, then click the Select Report Dates button. The ADD/VIEW Statistics page is displayed as shown in Figure 38.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: citizen, business, government, visitor, and site info. Below this is a blue header with the Wyoming state logo on the left and the text 'Office of the Attorney General' and 'Division of Victim Services' on the right. Under the header, a blue banner reads 'Victim Survivor Services & Information - Statistics Functions'. On the left side, there is a vertical menu with links: VSSI Home, Project Home, Statistics Home, FVPSA Statistics, VAWA Statistics, VOCA Statistics, State Statistics, Reports Home, User Manual, and Logout. The main content area has a title 'Test Provider, the project you selected is the VOCA Test Project'. Below this is a light blue button labeled 'ADD VOCA Statistics'. Under the button, there is a text instruction: 'To ADD monthly statistics, select the month you are reporting for, then click the ADD Statistics button.' This is followed by a dropdown menu and a button labeled 'Add Statistics'. Below this is another light blue button labeled 'VIEW VOCA Statistics'. Under this button, there is a text instruction: 'No statistics are on file for this project. To ADD statistics, see the above instructions or click the Cancel button to go back to the list of projects.' At the bottom of this section is a button labeled 'Cancel'.

Figure 38

This screen shows there are no monthly statistics on file for this project. To add statistics, select the month you are reporting for, then click Add Statistics. The Add VOCA statistics screen will be displayed as shown in Figure 39. The VOCA Statistics screen is lengthy; therefore its display spans several pages in this manual.

[citizen](#)
[business](#)
[government](#)
[visitor](#)
[site info](#)



Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

[VSSI Home](#)[Project Home](#)[Statistics Home](#)[FVPSA Statistics](#)[VAWA Statistics](#)[VOCA Statistics](#)[State Statistics](#)[Reports Home](#)[User Manual](#)[Logout](#)**Update VOCA Project Statistics**

Provider and Project Name: Test Provider VOCA Test Project

Authorized Log In: TestProv

Report Month: July

Report Year: 2003

Total Number of NEW Victims Served

A. Total Number of NEW victims served by VOCA funds during this month. (Each victim is counted only once during the grant year. This number must be unduplicated between July 1, 2002 and June 30, 2003.)

Primary Victims, New in Period

B. Total number of NEW Victims served in this reporting period(month) by type of victimization. (A victim may be identified under more than one category within the grant year.)

Type of Victimization:

Child Victims of Sexual Abuse	<input type="text"/>	Child Victims of Physical Abuse	<input type="text"/>
Victims of DUI/DWI	<input type="text"/>	Victims of Domestic Violence	<input type="text"/>
Adult Victims of Sexual Abuse	<input type="text"/>	Victims of Elder Abuse	<input type="text"/>
Adults Victims Molested as Children	<input type="text"/>	Survivors of Homicide	<input type="text"/>
Victims of Robbery	<input type="text"/>	Victims of Assault and Battery	<input type="text"/>
Victims of Kidnapping	<input type="text"/>	Victims of Larceny	<input type="text"/>
Victims of Stalking/Harassment	<input type="text"/>	Victims of Personal Injury	<input type="text"/>
Victims of Property Destruction	<input type="text"/>	Victims of Breach of Peace	<input type="text"/>

C. Demographics of the total number of NEW victims as reported in Section A.

Victims Served:

Child
 Disabled/Handicapped
 Native American
 Elderly
 Minorities

Gender:

Male
 Female

Age Group:

0 to 12 years
 13 to 17 years
 18 to 29 years
 30 to 44 years
 45 to 64 years
 65 +

Race/Origin:

White (not Hispanic)
 Black (not Hispanic)
 Hispanic
 Asian
 American Indian

D. Number of times each of the following services were provided to NEW and ONGOING Victims during this reporting period (month).

Type of Services Provided:

Crisis Intervention/Counseling	<input type="text"/>
Follow-up Counseling/Contact	<input type="text"/>
Therapy (short-term)	<input type="text"/>
Support Group/Group Treatment	<input type="text"/>
Shelter/Safehouse	<input type="text"/>
In-Person Information/Referral	<input type="text"/>
Criminal Justice Support	<input type="text"/>
Property Return	<input type="text"/>
Orientation Criminal Justice System	<input type="text"/>
Court Escort/Represent Victim	<input type="text"/>
Case Status and Disposition	<input type="text"/>
Notification of Family and Friends	<input type="text"/>
Intervention Services	<input type="text"/>
Restitution	<input type="text"/>
Victim Impact Statement	<input type="text"/>
Intimidation Intervention/Protective	<input type="text"/>
Sentencing	<input type="text"/>
Post Conviction Notification Victim	<input type="text"/>
Witness Notification	<input type="text"/>
Victim Bill of Rights	<input type="text"/>
Emergency Financial Assistance	<input type="text"/>
Emergency Legal Advocacy	<input type="text"/>
Information on Victim Compensation	<input type="text"/>
Assistance Filing Compensation Claims	<input type="text"/>
Personal Advocacy	<input type="text"/>
By Phone Information/Referral	<input type="text"/>
Groceries	<input type="text"/>

Figure 39

Fields

Provider and Project Name

- Required
- Display Mode only

Authorized Log in

- Required
- Display Mode only

Report Month

- Required
- Display Mode only

Report Year

- Required

- Display Mode only

Total number of NEW victims served by VOCA funds during this period

Each Victim is counted once during the reporting period, or if it is more than once, then for separate and unrelated crimes.

- Enter the number of Primary Victims served that were new in this reporting period

Enter the totals of NEW Victims served by type of Victimization. A victim may be identified under more than one category. Victimization categories are:

- Child Victims of Sexual Abuse
- Child Victims of Physical Abuse
- Victims of DUI/DWI
- Victims of Domestic Violence
- Adult Victims of Sexual Abuse
- Elder Abuse
- Adults Molested as Children
- Survivors of Homicide
- Robbery
- Assault

Total number of NEW Victims served by the following categories. A victim may be identified under more than one category.

- Child
- Disabled/Handicapped
- Native American
- Elderly
- Minorities
- Male
- Female
- 0 to 12 years
- 13 to 17 years
- 18 to 29 years
- 30 to 44 years
- 45 to 64 years
- 65 +
- White (not Hispanic)
- Black (not Hispanic)
- Hispanic
- Asian
- American Indian

Enter the number of times each of the following services were provided to NEW and ONGOING Victims this period.

- Crisis Intervention/Counseling
- Follow-up Counseling/Contact
- Therapy (short-term)
- Support Group/Group Treatment
- Shelter/Safehouse
- In-Person Information/Referral
- Criminal Justice Support
- Property Return

- Orientation Criminal Justice System
- Court Escort/Represent Victim
- Case Status and Disposition
- Notification of Family and Friends
- Intervention Services
- Restitution
- Victim Impact Statement
- Intimidation Intervention/Protective
- Sentencing
- Post Conviction Notification Victim
- Witness Notification
- Victim Bill of Rights
- Emergency Financial Assistance
- Emergency Legal Advocacy
- Information on Victim Compensation
- Assistance Filing Compensation Claims
- Personal Advocacy
- By Phone Information/Referral
- Groceries

Add Button

- If all edits passed, project is added to the database. And returns you to the VOCA Statistics Home page shown in Figure 36.

Cancel Button

- Cancels the add function and returns you to the VOCA Statistics Home page shown in Figure 36.

VOCA Statistics-View

From any project screen, click on the VOCA Statistics link located in the left side menu. The VOCA Statistics Home Page will be displayed as shown in Figure 36.

- To view VOCA Statistics, on the VOCA Statistics Home page, select the FY from the dropdown list box, then click the Get Projects button. If VOCA projects have not been entered for this service provider, the system will instruct the user to add the one time project information. Otherwise, all the VOCA projects for the selected FY, that have been entered for this service provider will be displayed in the VOCA Project list, as shown in Figure 37.
- Select the desired project, then click the Select Report Dates button.
- The next page that will be displayed is the View VOCA Statistics page as shown in Figure 40. It will confirm the project selected and display a list of statistics that have already been entered in the system.

The screenshot shows a web application interface for the Wyoming Office of the Attorney General, Division of Victim Services. The top navigation bar includes links for citizen, business, government, visitor, and site info. The main header features the Wyoming state logo and the text "Office of the Attorney General" and "Division of Victim Services". Below this is a sub-header "Victim Survivor Services & Information - Statistics Functions".

On the left side, there is a vertical menu with the following links: VSSI Home, Project Home, Statistics Home, FVPSA Statistics, VAWA Statistics, VOCA Statistics, State Statistics, Reports Home, User Manual, and Logout.

The main content area is titled "Test Provider, the project you selected is the VOCA Test Project". Below this title, there are two main sections:

- ADD VOCA Statistics**: This section contains a text instruction: "To **ADD** monthly statistics, select the month you are reporting for, then click the **ADD Statistics** button." Below the instruction is a dropdown menu and an "Add Statistics" button.
- VIEW VOCA Statistics**: This section contains a text instruction: "To **VIEW** monthly statistics, select the report you wish to view from the following list, then click the **VIEW STATISTICS** button." Below the instruction is a large rectangular box containing the text "VOCATest2004 Reporting Period July - 2003". At the bottom of this section are two buttons: "View Statistics" and "Cancel".

Figure 40

- To view monthly statistics, select the report from the list, then click the View Statistics button.
- The VOCA Statistics screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VOCA Statistics Home Page shown in Figure 36.

VOCA Statistics-Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

STATE Statistics

Click on the STATE Statistics link in the left side menu. The STATE Statistics Home page will be displayed as shown in Figure 41.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

STATE Statistics Home

Welcome to the STATE Stats Home Page

To get a list of your STATE Projects, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Projects' button.

Get Projects

Figure 41

STATE Statistics – Add Statistics

To add STATE Statistics to the database, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 41. If the project information for this provider has not been entered yet, the system will advise the user to follow the instructions for adding STATE Project Information. If the project information exists, the STATE Project List assigned to this provider will be displayed, as shown in Figure 42.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

State Project List

Listed below are your 2004 State Projects that are currently on file. Select a project, then click the 'Select Report Dates' button to add or view the associated monthly statistics.

Laramie County, State Test Project STTest2004

Select Report Dates

Figure 42

To add the monthly statistics, first select the project, then click the Select Report Dates button. The ADD/VIEW Statistics page is displayed as shown in Figure 43.

The screenshot shows a web application interface for the Wyoming Office of the Attorney General, Division of Victim Services. The header includes navigation links: citizen, business, government, visitor, site info. The main title is "Victim Survivor Services & Information - Statistics Functions".

Left Navigation Menu:

- VSSI Home
- Project Home
- Statistics Home
- FVPSA Statistics
- VAWA Statistics
- VOCA Statistics
- State Statistics
- Reports Home
- User Manual
- Logout

Main Content Area:

Test Provider, the project you selected is the **State Test Project**

ADD STATE Statistics

To **ADD** monthly statistics, select the month you are reporting for, then click the **ADD Statistics** button.

(Month selection dropdown)

VIEW STATE Statistics

The following is a list of the monthly statistics on file for this project.


To **VIEW** monthly statistics, select the report you wish to view from the following list, then click the **VIEW STATISTICS** button.

STTest2004 Reporting Period July - 2003

Figure 43

This screen shows there are monthly statistics on file for this project. To add more statistics, select the month you are reporting for, then click Add Statistics. The Add STATE statistics screen will be displayed as shown in Figure 44.

[citizen](#)
[business](#)
[government](#)
[visitor](#)
[site info](#)



Office of the Attorney General
Division of Victim Services
Victim Survivor Services & Information - Statistics Functions

[VSSI Home](#)
[Project Home](#)
[Statistics Home](#)
[FVPSA Statistics](#)
[VAWA Statistics](#)
[VOCA Statistics](#)
[State Statistics](#)
[Reports Home](#)
[User Manual](#)
[Logout](#)

Update State Project Statistics

Project Name: State Test Project
Authorized Log in: TestProv
Month: August
Year: 2003

1. Unduplicated* number of victims served this month

* Unduplicated means: this victim HAS NOT BEEN COUNTED IN ANY OTHER MONTH DURING THIS FY (fiscal year) as receiving services. The goal is to get a total count of people served in a FY without counting them twice.

Enter unduplicated total here:

2. Unduplicated number of victims served this month by age group

These numbers totaled must equal the number entered in section 1, above.

Female age 16 and older	Children under age 16	Male age 16 and older
Enter unduplicated age total here: <input type="text"/>	<input type="text"/>	<input type="text"/>

3. Unduplicated number of victims served this month by type of victimization

These numbers totaled must equal the number entered in section 1, above. Also, if the victim served was a victim of both domestic violence AND sexual assault, count them only once under the "Both" category

Domestic Violence	Sexual Assault	Both Domestic Violence & Sexual Assault
Enter unduplicated victimization totals here: <input type="text"/>	<input type="text"/>	<input type="text"/>

4. Services provided this month

The numbers entered here should represent the number of services provided. Most likely, these numbers totaled WILL NOT equal the number entered in section 1, above. For instance if one victim received 3 of these services, that victim will be counted 3 times in this section.

	Females	Children	Males
Crisis Intervention	<input type="text"/>	<input type="text"/>	<input type="text"/>
Information and Referral Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Advocacy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical Advocacy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Service Advocacy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal Advocacy	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 44

Fields**Provider and Project Name**

- Required
- Display Mode only

Authorized Log in

- Required
- Display Mode only

Report Month

- Required
- Display Mode only

Report Year

- Required
- Display Mode only

Enter the Unduplicated* number of victims served this month

- Unduplicated means: this victim HAS NOT BEEN COUNTED IN ANY OTHER MONTH DURING THIS FY (fiscal year) as receiving services. The goal is to get a total count of people served in a FY without counting them twice.

Enter the Unduplicated number of victims served this month by age group

These numbers totaled must equal the number entered in section 1, above.

- Female- age 16 and older
- Children- under age 16
- Male-age 16 and older

Enter the Unduplicated number of victims served this month by type of victimization

These numbers totaled must equal the number entered in section 1, above. Also, if the victim served was a victim of both domestic violence AND sexual assault, count them only once under the "Both" category

- Domestic Violence
- Sexual Assault
- Both Domestic Violence & Sexual Assault

Enter the Services provided this month

The numbers entered here should represent the number of services provided. Most likely, these numbers totaled WILL NOT equal the number entered in section 1, above. For instance if one victim received 3 of these services, that victim will be counted 3 times in this section.

- Crisis Intervention- Females, Children, Males
- Information and Referral Services- Females, Children, Males
- Legal Advocacy- Females, Children, Males
- Medical Advocacy- Females, Children, Males
- Social Service Advocacy- Females, Children, Males
- Personal Advocacy- Females, Children, Males

Add Button

- If all edits passed, project is added to the database. And returns you to the STATE Statistics Home page shown in Figure 41.

Cancel Button

- Cancels the add function and returns you to the STATE Statistics Home page shown in Figure 41.

STATE Statistics-View

From any project screen, click on the STATE Statistics link located in the left side menu. The STATE Statistics Home Page will be displayed as shown in Figure 41.

- To view STATE Statistics, on the STATE Statistics Home page, select the FY from the dropdown list box, then click the Get Projects button. If STATE projects have not been entered for this service provider, the system will instruct the user to add the one time project information. Otherwise, all the STATE projects for the selected FY, that have been entered for this service provider will be displayed in the STATE Project list, as shown in Figure 42.
- Select the desired project, then click the Select Report Dates button.
- The next page that will be displayed is the View STATE Statistics page as shown in Figure 45. It will confirm the project selected and display a list of statistics that have already been entered in the system.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
FVPSA Statistics
VAWA Statistics
VOCA Statistics
State Statistics
Reports Home
User Manual
Logout

Test Provider, the project you selected is the: **State Test Project**

ADD STATE Statistics

To **ADD** monthly statistics, select the month you are reporting for, then click the **ADD Statistics** button.

Add Statistics

VIEW STATE Statistics

The following is a list of the monthly statistics on file for this project.

To **VIEW** monthly statistics, select the report you wish to view from the following list, then click the **VIEW STATISTICS** button.

STTest2004 Reporting Period July - 2003

View Statistics Cancel

Figure 45

- To view monthly statistics, select the report from the list, then click the View Statistics button.
- The STATE Statistics screen will be displayed.
- This screen cannot be edited. It can only be only viewed. To exit this screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the STATE Statistics Home Page shown in Figure 41.

STATE Statistics-Edit

If you need to make any changes to the information you entered, contact your Program Manager to edit your data.

Reports

Reports Home Page

After the monthly statistics are entered, the service provider can view their Reports. The Reports functions allow for the providers to view reports for all projects statewide. At the end of the FY, there should be 12 monthly reports for each project.

From any project page, click on the Reports Home link which is located in the left side menu. This brings you to the Reports Home Page shown in Figure 46.

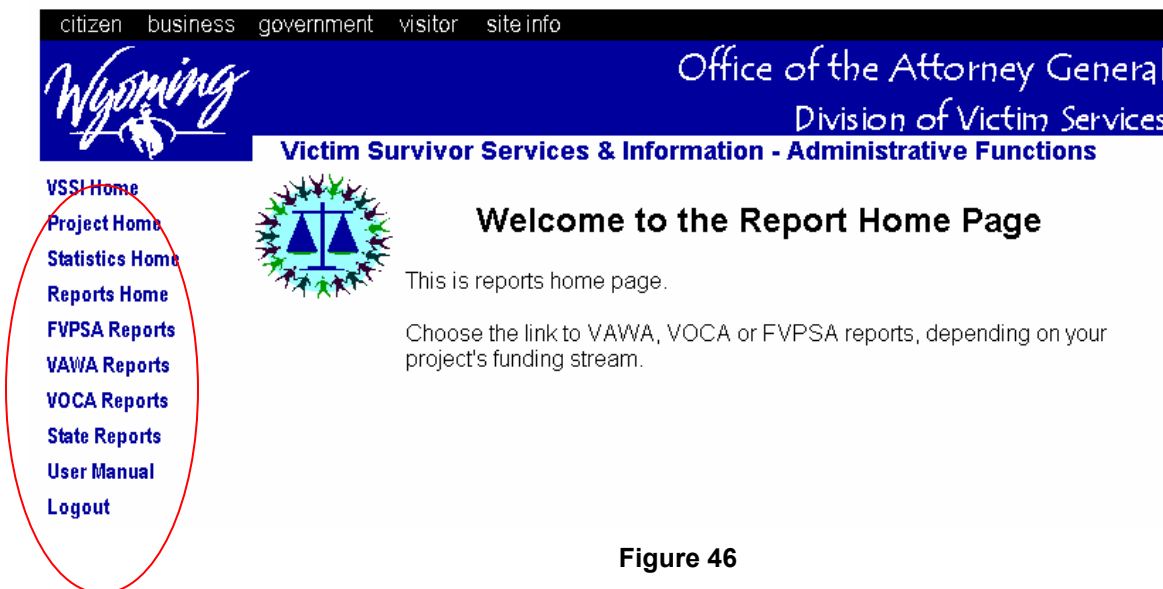


Figure 46

The left side menu circled above shows the options available to the service provider user. This menu appears on the all Reports screens. VSSI Home, Project Home and Statistics Home options are discussed earlier in this document. We will go through each Report option on the menu.

FVPSA Reports

The FVPSA Report Options Available are:

- A Summary of All Projects added together, which gives Year-to-date totals
- By Project, monthly
- By project, First Half which is a total of July – December statistics
- By project, YTD (Year-to-date) which is a total July – June statistics.

Click on the FVPSA Reports link in the left side menu. The FVPSA Reports Home page will be displayed as shown in Figure 47.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

FVPSA Report Home

Welcome to the FVPSA Statistics Report Home Page

To get a list of the FVPSA projects, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Projects' button.

Get Projects

Figure 47

To view FVPSA Reports, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 47. All provider's projects will be displayed in a list box on the next screen as shown in Figure 48.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

FVPSA Project List

Listed below are the **2004** FVPSA Projects that have statistics on file.

To view a report, first select the project from the list, then click the **Select Report** button.

Select All Projects
Albany County, DV/SA program, FV052004
Big Horn County, Big Horn Cty. C.A.R.E.S., FV092004
Campbell County, Campbell Cty. GARF, FV172004
Carbon County, Carbon Cty. COVE, FV062004
Converse County, Converse Cty. Coalition, FV132004
Crook County, Crook Cty. FV/SA Services, FV182004
Fremont County, Fremont Cty. Alliance, FV102004

Select Report Cancel

Figure 48

Cumulative Year To Date Report For All Projects

- In the list box in Figure 48, choose Select All Projects, then click the Select Report Button.
- The only option the user will see is the Cumulative YTD Report for all FVPSA Projects as shown in Figure 49.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

Click button to get a year-to-date report for all agencies

ALL PROJECTS YEAR TO DATE REPORT

Figure 49

- Click the All Projects Year to Date Report Button. The report that is displayed is a cumulative snapshot. It includes a summary of all project reports **to date** for the selected FY.
- The Cancel button cancels the View Report function and returns you to the FVPSA Reports Home page shown in Figure 47.

Monthly, First Half and Year-to Date Reports By FVPSA Project

- In the list box in Figure 48, choose a project, then click the Select Report Button. If no statistics are on file for that provider's project, the system will confirm to select another project for report viewing.
- If there are statistics on file for this project, the Select FVPSA Report Screen will be displayed, as shown in Figure 50.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

SELECT FVPSA REPORT MONTH

S.A.F.E PROJECT has statistics on file for the DV/SA program project.

Select a month and then click SELECT REPORT to view the report.

August, 2003
July, 2003
October, 2003
September, 2003
November, 2003
December, 2003

Select Report Cancel

If you prefer to view statistics for more than one period, a FIRST HALF fiscal year (July - December) and YEAR TO DATE report is available. Click on the the button corresponding to your report choice.

FIRST HALF REPORT YEAR TO DATE REPORT

Figure 50

- To view a monthly report, select a month shown in the drop down list, then click the Select Report button. The selected monthly report for the FY and Provider specified will be displayed.
- To view a summary first half report, click the First Half Report button. The report displayed will be a show the project's total statistics reported for the months July – December.
- To view a summary year-to-date report, click the Year to Date Report button. The report displayed will be a show the project's total statistics reported for the months July – June.
- To exit any report screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the FVPSA Reports Home Page shown in Figure 47.

VAWA Reports

The VAWA Report Options available are:

- By project, monthly
- By project, First Half which is a total of July – December statistics
- By project, YTD (Year-to-date) which is a total July – June statistics.

Click on the VAWA Reports link in the left side menu. The VAWA Reports Home page will be displayed as shown in Figure 51.

Figure 51

To view VAWA Reports, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 51. All provider's projects will be displayed in a list box on the next screen as shown in Figure 52.

Figure 52

Monthly, First Half and Year-to Date Reports By VAWA Project

- In the list box in Figure 52, choose a project, then click the Select Report Button. If no statistics are on file for that provider 's project, the system will confirm to select another project for report viewing.
- If there are statistics on file for this project, the Select VAWA Report Screen will be displayed, as shown in Figure 53.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

SELECT VAWA REPORT MONTH

S.A.F.E PROJECT has statistics on file for the Albany Cty. S.A.F.E. Project project.

Select a month and then click SELECT REPORT to view the report.

August, 2003
July, 2003
October, 2003
September, 2003
November, 2003
December, 2003

Select Report Cancel

If you prefer to view statistics for more than one period, a FIRST HALF fiscal year (July - December) and YEAR TO DATE report is available. Click on the the button corresponding to your report choice.

FIRST HALF REPORT YEAR TO DATE REPORT

Figure 53

- To view a monthly report, select a month shown in the drop down list, then click the Select Report button. The selected monthly report for the FY and Provider specified will be displayed.
- To view a summary first half report, click the First Half Report button. The report displayed will be a show the project's total statistics reported for the months July – December.
- To view a summary year-to-date report, click the Year to Date Report button. The report displayed will be a show the project's total statistics reported for the months July – June.
- To exit any report screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VAWA Reports Home Page shown in Figure 51.

VOCA Reports

The VOCA Report Options Available are:

- A Summary of All Projects added together, which gives Year-to-date totals
- By Project the Subgrant Award Report
- By Project, monthly statistics
- By project, First Half which is a total of July – December statistics
- By project, YTD (Year-to-date) which is a total July – June statistics.

Click on the VOCA Reports link in the left side menu. The VOCA Reports Home page will be displayed as shown in Figure 54.

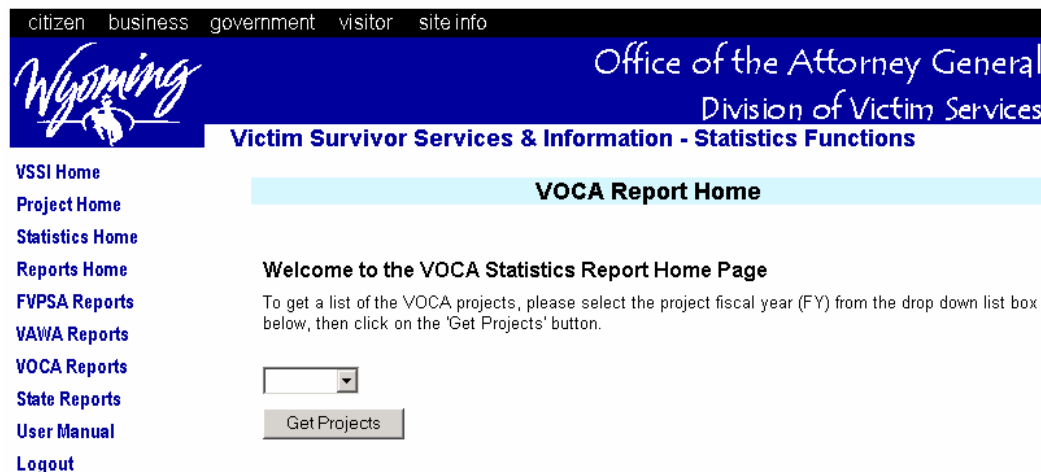


Figure 54

To view VOCA Reports, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 54. All provider's projects will be displayed in a list box on the next screen as shown in Figure 55.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

VOCA Project List

Listed below are the **2004** VOCA Projects that have statistics on file.

To view a report, first select the project from the list, then click the **Select Report** button.

Select All Projects
Albany County, Albany County-Laramie Victim Assistance Program, VO02VW21
Big Horn County, Big Horn County CARES, VO09DV2004
Campbell County, 6th Judicial District Court of WY CASA, VO17CA2004
Campbell County, Campbell Cty. GARF, VO17DV2004
Campbell County, Campbell Cty. Gillette Police Dept. V/W Program, VO17VWP
Carbon County, Carbon Cty. COVE, VO06DV2004
Crook County, Crook Cty. FV/SA Services, VO18DV2004

Select Report Cancel

Figure 55

Cumulative Year To Date Report For All Projects

- In the list box in Figure 55, choose Select All Projects, then click the Select Report Button.
- The only option the user will see is the Cumulative YTD Report for all VOCA Projects as shown in Figure 56.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

Click button to get a year-to-date report for all agencies

ALL PROJECTS YEAR TO DATE REPORT

Figure 56

- Click the All Projects Year to Date Report Button. The report that is displayed is a cumulative snapshot. It includes a summary of all project reports **to date** for the selected FY.
- The Cancel button on the report page, cancels the View Report function and returns you to the VOCA Reports Home page shown in Figure 54.

Subgrant Award Report

- In the list box in Figure 55, choose a project, then click the Select Report Button.
- If there is project information and statistics on file for this project, the Select VOCA Report Screen will be displayed, as shown in Figure 57.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

SELECT VOCA REPORT MONTH

Laramie Victim Assistance Program has statistics on file for the Albany County-Laramie Victim Assistance Program project.

- To view the VOCA Subgrant Award Report, click the SUBGRANT AWARD REPORT button

Subgrant Award Report

- To view a Monthly Report, select a month and then click SELECT REPORT to view the report.

August, 2003
July, 2003
October, 2003
September, 2003
November, 2003
December, 2003

Select Report Cancel

- If you prefer to view statistics for more than one period, a FIRST HALF fiscal year (July - December) and YEAR TO DATE report is available. Click on the the button corresponding to your report choice.

FIRST HALF REPORT YEAR TO DATE REPORT

Figure 57

- Click the Subgrant Award Report button to view the Subgrant Award Report.
- The Subgrant Award report displays project and funding information.
- To exit any report screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VOCA Reports Home Page shown in Figure 54.

Monthly, First Half and Year-to Date Reports By VOCA Project

In the list box in Figure 55, choose a project, then click the Select Report Button. If no statistics are on file for that provider 's project, the system will confirm to select another project for report viewing.

- If there are statistics on file for this project, the Select VOCA Report Screen will be displayed, as shown in Figure 57.

Monthly Report

- To view a monthly report, select a month shown in the drop down list, then click the Select Report button. The selected monthly report for the FY and Provider specified will be displayed.

First Half Report

- To view a summary first half report, click the First Half Report button. The report displayed will be a show the project's total statistics reported for the months July – December.

YTD Report

- To view a summary year-to-date report, click the Year to Date Report button. The report displayed will be a show the project's total statistics reported for the months July – June.

Cancel

- To exit any report screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the VOCA Reports Home Page shown in Figure 54.

STATE Reports

The STATE Report Options Available are:

- A Summary of All Projects added together, which gives Year-to-date totals
- By Project, monthly
- By project, First Half which is a total of July – December statistics
- By project, YTD (Year-to-date) which is a total July – June statistics.

Click on the STATE Reports link in the left side menu. The STATE Reports Home page will be displayed as shown in Figure 58.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: citizen, business, government, visitor, and site info. Below this is a blue header with the Wyoming state logo on the left and the text 'Office of the Attorney General' and 'Division of Victim Services' on the right. A sub-header reads 'Victim Survivor Services & Information - Statistics Functions'. On the left side, there is a vertical menu with links: VSSI Home, Project Home, Statistics Home, Reports Home, FVPSA Reports, VAWA Reports, VOCA Reports, State Reports, User Manual, and Logout. The main content area has a light blue banner that says 'State Report Home'. Below this banner, the text reads 'Welcome to the State Statistics Report Home Page'. A sub-instruction states: 'To get a list of the State projects, please select the project fiscal year (FY) from the drop down list box below, then click on the 'Get Projects' button.' There is a dropdown menu with a downward arrow and a button labeled 'Get Projects'.

Figure 58

To view STATE Reports, select the FY from the dropdown list box, then click the Get Projects button on the screen shown in Figure 58. All provider's projects will be displayed in a list box on the next screen as shown in Figure 59.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

State Project List

Listed below are the **2004** State Projects that have statistics on file.

To view a report, first select the project from the list, then click the **Select Report** button.

Select All Projects
Albany County, Albany Cty. S.A.F.E. Project, ST052004
Big Horn County, Big Horn Cty. C.A.R.E.S., ST092004
Campbell County, Campbell Cty. G.A.R.F., ST172004
Carbon County, Carbon Cty. C.O.V.E., ST062004
Converse County, Converse Cty. Coalition, ST132004
Crook County, Crook Cty. FV/SA Services, ST182004
Fremont County, Fremont Cty. Alliance, ST102004

Select Report Cancel

Figure 59

Cumulative Year To Date Report For All Projects

- In the list box in Figure 59, choose Select All Projects, then click the Select Report Button.
- The only option the user will see is the Cumulative YTD Report for all STATE Projects as shown in Figure 60.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

VSSI Home
Project Home
Statistics Home
Reports Home
FVPSA Reports
VAWA Reports
VOCA Reports
State Reports
User Manual
Logout

Click button to get a year-to-date report for all agencies

ALL PROJECTS YEAR TO DATE REPORT

Figure 60

- Click the All Projects Year to Date Report Button. The report that is displayed is a cumulative snapshot. It includes a summary of all project reports **to date** for the selected FY.
- The Cancel button cancels the View Report function and returns you to the STATE Reports Home page shown in Figure 58.

Monthly, First Half and Year-to Date Reports By STATE Project

- In the list box in Figure 59, choose a project, then click the Select Report Button. If no statistics are on file for that provider's project, the system will confirm to select another project for report viewing.
- If there are statistics on file for this project, the Select STATE Report Screen will be displayed, as shown in Figure 61.

citizen business government visitor site info

Wyoming Office of the Attorney General
Division of Victim Services

Victim Survivor Services & Information - Statistics Functions

SELECT State REPORT MONTH

S.A.F.E PROJECT has statistics on file for the AlbanyCty. S.A.F.E. Project project.

Select a month and then click SELECT REPORT to view the report.

July, 2003
August, 2003
September, 2003
October, 2003
November, 2003
December, 2003

Select Report Cancel

If you prefer to view statistics for more than one period, a FIRST HALF fiscal year (July - December) and YEAR TO DATE report is available. Click on the the button corresponding to your report choice.

FIRST HALF REPORT YEAR TO DATE REPORT

Figure 61

Monthly Report

- To view a monthly report, select a month shown in the drop down list, then click the Select Report button. The selected monthly report for the FY and Provider specified will be displayed.

First Half Report

- To view a summary first half report, click the First Half Report button. The report displayed will be a show the project's total statistics reported for the months July – December.

YTD Report

- To view a summary year-to-date report, click the Year to Date Report button. The report displayed will be a show the project's total statistics reported for the months July – June.

Cancel

- To exit any report screen, click on the Cancel button. The Cancel Button cancels the View function, and returns the user to the STATE Reports Home Page shown in Figure 58.

Logout

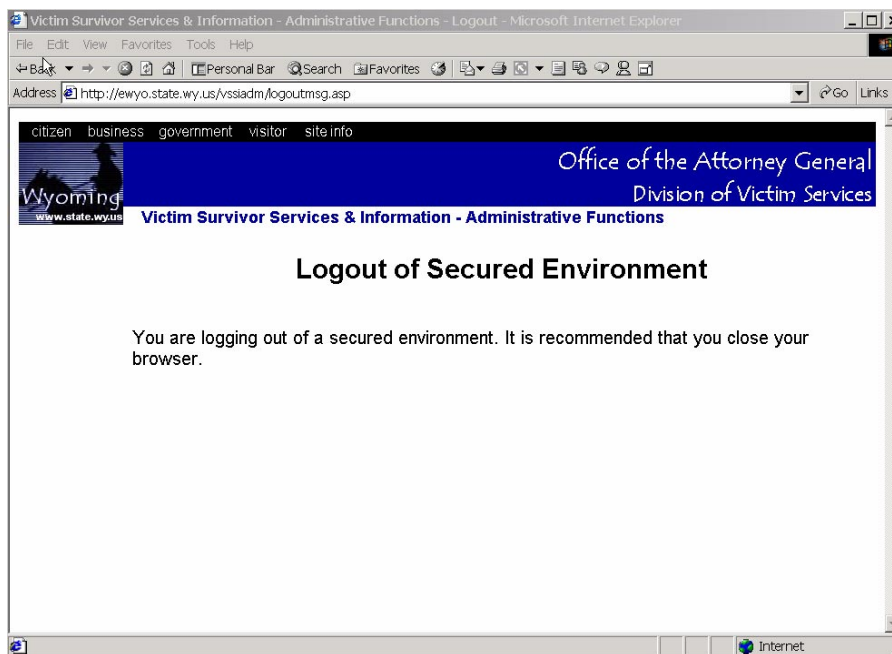


Figure 62

When you have completed your statistics work, you will need to logout of your session. Press the "Logout" link that appears on the left side-menu of any of the Statistics Function web pages. The Log out screen shown above, Figure 62, will be displayed.

Close your browser by clicking on the "X" in the upper right hand corner of the browser's window.